

Beavercreek Township, Greene County, Ohio

Job Description

Position Title: Assistant to the Fiscal Officer (Accounts Payable/Payroll)

Department: Fiscal Office

Reports to: Assistant to the Fiscal Officer

Pay Classification: Hourly, Non-exempt

Appointed pursuant to ORC 507.021. Under direction of the Assistant to the Fiscal Officer, responsible for all aspects of the purchasing and accounts payable system. In addition, responsible for preparing and processing the Township payroll. Assist with a variety of accounting functions and other administrative tasks as assigned.

Work Schedule:

This employee works in a full-time capacity, totaling 40 hours per week.

Basic Responsibilities:

Provides support to the Assistant to the Fiscal Officer.

Performs all aspects of purchasing and accounts payable system.

Prepares and processes Township payroll.

Reviews purchasing process for proper account distribution, outdated purchase orders and reconciliation of vendor invoices.

Documents and updates accounts payable procedures and accounting manuals.

Performs the administrative duties of the Fiscal Officer as township cemetery sextant, and other administrative duties of Fiscal Officer related to cemeteries.

Prepares monthly OPERS and OP&F reports.

Assists with the record keeping functions of the Fiscal Officer.

Works on specific projects (other duties) assigned by the Assistant to the Fiscal Officer or Fiscal Officer.

Other Requirements of the Position

This position requires general knowledge of government accounting and finance practices and considerable knowledge of rules and regulations regarding independent contractors and sales tax. General knowledge of computer systems and financial software applications. Must be able to work

effectively with other employees of the Township with little supervision and must function in a confidential capacity.

Essential Functions of the Position:

1. Read, write, understand and edit reports, manuals, labels, letters, memos and correspondence.
2. Regular and predictable on-site work attendance.
3. Follow and understand oral instructions.
4. Word Processing, document development.
5. Receives incoming mail and packages, processes and distributes same.
6. Assist the Fiscal Officer with maintaining all records: Township, Zoning, Parks, Employment and other(s).
7. Operates various pieces of office machinery, including a computer, copier, fax machine and telephone system.
8. Prepares error free and grammatically correct correspondence, memos, forms, documentation, agendas and other written documents.
9. Knowledge of general laws, policies and procedures governing finance.
10. Ability to formulate and install standard accounting methods, systems procedures, forms and records.
11. Establish and maintain effective working relationships with Township officials, Township employees, other government entities and the general public.
12. Handle confidential information.
13. Communicate with Township employees, government agencies and the general public via the computer, telephone and in person. Must be able to get along with others.
14. Use a personal computer and related software programs to create spreadsheets, reports and correspondence.
15. General knowledge of computer payroll systems.
16. Considerable knowledge of account payable practices.
17. General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.

Experience and Education:

Graduation from an accredited college or university with a Bachelors degree in Accounting and/or Finance and supplemented by a minimum of three years experience in accounts payable; or any combination of training or experience which provides the necessary knowledge, skills, and abilities.