

Report to: Treasurer  
Department: Finance  
FLSA: Exempt  
Status: Full time  
FT Comp range: low \$50,000  
Deadline: May 12, 2022



## **Assistant Treasurer**

The Assistant Treasurer supports the Treasurer in directing the financial operations of the Village of Woodmere including assistance in maintaining the Village's budget and in other financial matters. This position performs accounts payable duties, reviews and processes invoices, reconciles and balances accounts and maintains databases.

### **Responsibilities/Essential Duties:**

- Performs accounts payable; validates vendors; processes forms; prepares and submits OPERS filings/annual reports; enters and updates data in system.
- Reviews Village-related purchase orders; monitors balances on purchase orders and enter invoices for payment.
- Validates Village invoices for accuracy and makes corrections as needed; recommends corrective actions; balances/reconciles weekly accounts payables check run; posts cash disbursements; distributes checks; maintains records and creates reports; prepares miscellaneous forms, notices, and reports; recommends City effort to reallocate purchase orders. Maintain records and files. Analyzes and maintains budget for various department heads as required.
- Collaborates with external auditors to help provide information needed for the annual audit.
- Performs other related duties as assigned.

### **Requirements:**

- Excellent verbal and written communication skills
- Strong math and accounting skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite and knowledge of accounting software.

### **Education and Experience:**

- High school diploma or required. Bachelor's degree in Accounting or Business Administration preferred.
- Three years or more of related experience required.
- Proficient in Microsoft Office Suite or related software, and in using accounting software.

### **Physical Demands:**

- Prolonged sitting and extended periods looking at computer.
- Ability to attend offsite events and training.
- Ability to lift 20 lbs.

### **About the Village of Woodmere:**

Woodmere is a quaint village located just eleven miles southeast of downtown Cleveland and even closer to the countryside. It's the Gateway to the Chagrin Valley, and the gateway to more. *More opportunities, more possibilities, more experiences!*

*The Village of Woodmere is an equal opportunity employer. All qualified candidates will receive consideration for employment without regard to race, religion, color, national origin, sex, age, physical or mental disability, genetic information, sexual orientation, gender identity, marital status, veteran or military status, or any other factor determined to be unlawful by federal, state, or local statutes.*

**Please email your resume to:** Treasurer  
rgowens@woodmerevillage.com