



JOB POSTING

Oakwood Village

Job Title:	Full-Time Finance Administrator	Job Category:	Not applicable
Department/Group:	Finance	Schedule	40 hours per week
Location:	Village Hall	Travel Required:	Less than 5%
Level/Salary Range:	\$45,000 - \$50,000 Excellent benefits	Position Type:	Full-time non-exempt
Contact:	Brian Thompson	Date Posted:	April 26, 2023
External Posting URL:	Village Website		

Applications Accepted By:

FAX OR EMAIL:

Fax number 440.232-9505
 Email @ bthompson@oakwoodvillageoh.com
 Subject Line: Finance Administrator

MAIL:

Brian Thompson, Finance Director
 Village of Oakwood
 24800 Broadway Avenue
 Oakwood Village OH 44146

Job Description

The Finance Department of the Village of Oakwood is accepting resumes for the full-time position of Finance Administrator

FINANCE DEPARTMENT JOB DESCRIPTION
FINANCE ADMINISTRATOR ESSENTIAL FUNCTIONS

- Record all transactions for Accounts Receivable into a municipal financial software system
- Record all ACH transactions for Non-Accounts Payable expense such as Payroll and Pension journals, Debt Payments, Health Insurance, Credit Cards payments, and County and State issued fees into a municipal financial accounting system.
- Verifies posted figures for mathematical accuracy and proper coding
- Produce financial statements and reports for use by department supervisors and support personnel.
- Generate and archive all monthly and year-end Financial Reports.
- Administer and reconcile the Financial Accounting System month and year end closes and produce monthly reconciliation reports.
- Coordinate with IT and departmental personnel all software and hardware activities related to the Municipal Financial Software.
- Produce 1099 listing and forms at year end.
- Responsible for closing the Financial System year and verifying balance carry forward for the new year.
- Responsible for daily backups and monitoring of the Financial System login statuses.
- Responsible for the setup and changes to the system access software for internal personnel

Superior oral and written communication skills, computer skills and organizational skills required. The Finance Administrator must be self-motivated, un-biased and conduct themselves in a professional manner.

At a minimum, candidates must have at least a B.S ; Degree in Accounting, Finance, or related field preferred; three to five years' experience in related field municipal finance experience desirable. An equivalent combination of education and experience which provides the skills and abilities necessary to perform the position may also be accepted.

Job hours are flexible and involve evening hours. Qualified applicants may submit a resume, a letter of interest and a completed application via e-mail to

Brian Thompson (bthompson@oakwoodvillageoh.com.)

Resumes will be accepted until 4:00 pm on May 31, 2023.

The Village of Oakwood is an Equal Opportunity-Affirmative Action Employer