



City of Wadsworth

Classification: Accounting Clerk II
Department: Auditor's Office / Finance Department Auditor
Status: Full-time, Classified, Non-Exempt
Pay Grade: C-10, \$26.8834 - \$36.3716 / Hour
Regular Working Hours: Monday - Friday, 7:30 A.M. to 4:30 P.M.

Job Summary: Under the general supervision of the City Auditor, performs various accounting functions including assisting residents with local income tax return preparation, various payroll processes and a variety of other tasks.

Essential Duties and Responsibilities: The responsibilities of this position include, but are not limited to the following items:

- Provides local income tax assistance to residents, including return preparation and various other issues
- Processes imported hours and create pay batches for bi-weekly and monthly payroll
- Learn and assists payroll processing and reporting functions
- Prepares and records receipts in ERP/New World
- Reviews and reconcile property tax bills with database for payment
- Maintains City property and property tax database
- Verify that all new properties have property tax exemptions filed
- Reconcile the Certificate of Estimated Resources with the appropriations log and general ledger
- Reconciles sub ledgers to general ledger monthly
- Runs month-end reports for Council, Administration and Departments
- Prepares all Miscellaneous Bills
- Works with Accountant to process Miscellaneous Bill statements and follow-up on collection of delinquent accounts
- Reconciles monthly EMS collections with monthly billing and processes customer refunds
- Performs back-up duties; accounts payable invoice entry/batches and purchase card processing/reconciliation/upload as needed to support Accounts Payable Clerk
- Updates vendor records – purchase card vendors
- Procures needed materials, supplies, and equipment required for the operation of the Auditor's office
- Prepares vendor credit applications for Auditor's approval/signature

- Provides assistance as necessary within the Auditor's office, as assigned by Auditor
- Position will be cross-trained to support other staff, as needed

Knowledge, Skills, and Abilities:

- Considerable knowledge of computerized financial applications, including Microsoft Office; Word and Excel
- General knowledge of income tax laws
- Payroll knowledge and experience preferred
- Knowledge of governmental accounting principles and practices preferred
- Working knowledge of budgetary, accounting and reporting systems
- General knowledge of accounts payable and accounts receivable practices Ability to read and understand City ordinances and policies
- Ability to develop and maintain effective working relationships with coworkers and supervisors, as well as the general public
- Ability to lift up to 20 pounds on occasion; ability to kneel, use a step stool, and/or bend over for short periods of time

Minimum Qualifications for Employment:

- Possession of a high school diploma
- College degree or classes preferred
- Minimum 3-5 years of experience, 5-7 years preferred
- Possess and maintain a valid State of Ohio motor vehicle operator's license

Special Information:

Employment is contingent upon the successful completion of a criminal background check, employment reference checks, a physical examination and a pre-employment drug screen. The final applicant will be required to submit to urinalysis prior to the appointment to test for illegal drug use. An applicant with a positive test will not be appointed to the position.

Application Process:

Interested candidates should submit a detailed resume reflecting the nature of the work performed in both current and prior employment. Emphasis should be given to work experience, training and/or duties performed that are relevant to this position. Resumes may be submitted in the following manner:

E-Mail: Tara McCulloch, Human Resources Director at jobs@wadsworthcity.org

Posting date: July 27, 2023

Posting deadline: Open until position is filled

*Resumes must be received in Human Resources, regardless of the method of submission. If submitting by email, please submit resume in Word (.doc/.docx) or PDF format.