

Full-time Assistant to the Finance Director

The City of Canal Fulton is accepting applications for a full-time Assistant to the Finance Director. The Assistant to the Finance Director is expected to manage several workflows and to be cross-trained and proficient in all areas within the finance department over time. This position interacts with and provides customer service to department heads, officials, city staff, and the general public.

Responsibilities: Processing payroll and related payroll reporting for review and approval by the Finance Director are the most important duties of this position. This includes administering and documenting all salaries, wages, bonuses, and deductions. The position receives and verifies invoices, logs information into accounting system while ensuring proper accounting codes, and timely payments for review and approval by Finance Director as well as assist with requisitions, payable reports, and other reports requested. This position will perform most human resource functions, including but not limited to new hire reporting, managing employee payroll deductions, and managing changes in employee insurance enrollment. This position is under the direct supervision of the Finance Director.

Qualifications: The ideal candidate will have at least 3 years related accounting and/or finance experience, as well as payroll management, clerical and bookkeeping experience; completion of a standard high school education, preferably with a focus on business courses; or equivalent combination of experience and training which provides the preferred knowledge, skills and abilities. An Accounting/Finance degree, background, or an equivalent combination of education training, while not required, would be preferred. Prior payroll experience, especially for a governmental entity in Ohio, is preferred. Strong Microsoft Office skills such as Word, Excel, and Outlook are required. Excellent interpersonal and communication skills with management, staff, and customer relations required. Knowledge in governmental accounting, and experience with CMI software is a plus.

Preferred Knowledge, Skills, and Abilities: Good knowledge of clerical methods used in maintaining and documenting fiscal accounts and records. Good knowledge of general bookkeeping, and proper grammar. Exercise excellent customer service skills. A team-player who can also work independently. Great attention to detail. Must have the ability to understand and carry out oral and written directions as well as possess a high level of organizational ability, troubleshooting, problem solving, and creative/innovative thought processing skills. Ability to multi-task and quickly adapt to new circumstances or juggle multiple daily tasks and deadlines.

Salary: The annual salary range for this position is \$38,000 - \$51,000

For questions, contact Assistant Finance Director Traci Meredith at 330-854-2225 x120 or tmeredith@cityofcanalfulton-oh.gov. Submit job application, and resume if desired, by **Friday September 27th** by email to tmeredith@cityofcanalfulton-oh.gov or mail to City of Canal Fulton, Attn: Assistant Finance Director, 155 E Market St, Canal Fulton, OH 44614. Due to the need to fill the position immediately, the position might be filled prior to the application deadline, so submit applications early. The City of Canal Fulton is an equal opportunity employer.

Examples of Job Duties:

- Prepare and process bi-weekly payroll and various supplemental pays as well as process required payroll reporting
- Process required payroll reporting, including pensions, IRS, and ODJFS
- Maintain payroll records including leave balances
- Prepare and make daily bank deposits
- Maintain Finance Department filing
- Respond to payroll and finance inquiries from citizens, customers, & employees
- Prepare dated records for storage in accordance to approved retention schedules
- Report new hires and other employment changes to pension systems and ODJFS
- Perform periodic review of employee payroll deductions
- Coordinate employee requests for changes to medical, dental, vision, and insurance benefits, supplemental insurance, and deferred compensation
- Assist with bank reconciliations
- Assist the Finance Director in various report preparations
- Perform such other duties, special projects, and human resource functions as may be assigned