

# City of Streetsboro



## POSITION AVAILABLE

Open: July 1, 2021

Closes: Until Filled

JOB TITLE:	Financial Assistant
DEPARTMENT:	Finance
IMMEDIATE SUPERVISOR:	Finance Director
STATUS:	Full-time, Non-Exempt, Unclassified, Non-bargaining
COMPENSATION:	\$41,600 - \$63,731 (target starting salary) plus full City benefits including vacation, health care and retirement.

## POSITION SUMMARY

The responsibilities for this position include:

- Responsible for complete and accurate review and processing of bi-weekly payroll including items such as hourly rates, deductions, longevity pay, overtime pay, special pays per CBA, CBA retro pays, confirming time off balance availability, and pensionable/non-pensionable items.
- Post Bi-Weekly Payroll in financial software ensuring all payroll expenditures are properly being expended to the accurate budget expense line-item account. Continued monitoring of payroll expense line-item account balances to maintain needed funds to process remaining bi-weekly payrolls occurring for each calendar year.
- Update and Maintain an accurate database/spreadsheet for all payroll time off balances, along with ensuring these balances agree with department clerk's records and the ADP Time and Attendance Module. Follow up with H/R and various departments with every bi-weekly payroll which may require adjustments to database/spreadsheet and/or ADP Time and Attendance Module.
- Responsible for monthly pension reporting to OPERS and OP&F ensuring all data submitted is complete and accurate. Will be main contact to OPERS and OP&F for any questions and/or requests, and will provide courteous, timely, accurate, and complete responses.
- Process Daily Cash Receipts, including online payments, from various city departments. Ensure the accuracy of account numbers and monies received, and confirm that no further authorization is needed prior to processing. Prepare corresponding bank deposit slips and enter receipt information in the financial software. Review reports and bank receipts for accuracy prior to posting.
- Assist Finance Director with Month End/Year End Reconciliation as directed including investigating transactions.
- Process annual 1099 MISC and NEC Forms while maintaining all supporting documentation.
- Assist Finance Director with annual Audit and GAAP conversion ensuring compliance with governmental accounting regulations and procedures.
- Responsible for preparing the annual fixed asset schedules for annual Audit (GAAP Conversion).
- Maintain fixed asset schedule including additions, deletions, and maintaining the inventory of all city titles.
- Review and Maintain Vendor Listing and supporting W-9 Forms to ensure accuracy and completeness in the financial software system.

## Department of Human Resources

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

[www.cityofstreetsboro.com](http://www.cityofstreetsboro.com)

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## **POSITION SUMMARY (continued)**

- Manage and Maintain monthly/quarterly Hotel/Motel Tax ensuring all payments are made timely and tracked accurately, while maintaining continued professional correspondence with the Visitor and Convention Bureau.
- Ensure the Finance Department Records are in compliance with the record retention schedule.
- Knowledge of council ordinances and rules to ensure compliance prior to processing any transactions within the finance department.
- Assist with questions and inquiries and perform all needed investigation to resolve the related questions/inquiries/issues.
- Perform backup duties for the Finance Department including, but not limited to, issuing receipts for departmental deposits, payroll, entry of purchase orders, matching invoices, and processing a weekly accounts payable check run.
- Other Duties and Projects as Assigned.

**QUALIFICATION:** To perform this job successfully, an individual must be able to perform each essential duty thoroughly and accurately. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to ensure that individuals with disabilities are able to perform the essential functions.

- Bachelor's Degree in accounting, finance, or related field is required.
- Considerable experience in governmental accounting, finance, and/or budgeting
- ADP Experience Preferred
- Demonstrated ability to communicate effectively verbally and in writing.
- Exceptional attention to detail and proven intermediate skills in Microsoft Word and Excel
- Must meet and maintain all training and education requirements for the position.
- Must possess a valid State of Ohio driver's license.

Applications are available on the City's website at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com) Department/Human Resources. Forward a completed, signed City employment application, resume, and references to [Slockhart-reese@cityofstreetsboro.com](mailto:Slockhart-reese@cityofstreetsboro.com) or:

City of Streetsboro  
Human Resources Dept.  
9184 S.R. 43  
Streetsboro, Ohio 44241

The City of Streetsboro is an Equal Opportunity Employer

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