



CITY OF PATASKALA

POSITION DESCRIPTION

POSITION TITLE:	Assistant Finance Director
STARTING PAY RATE:	\$61,367 annual salary paid bi-weekly
DEPARTMENT:	Finance
POSITION REPORTS TO:	Finance Director
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Exempt
CIVIL SERVICE STATUS :	Unclassified
EMPLOYMENT TYPE:	Full-time

JOB DESCRIPTION:

General Purpose of Position

- Under the general direction of the Finance Director, this position is primarily responsible for, and includes the exercise of discretion and independent judgement concerning, the supervision of the financial and payroll operations for the City and may exercise partial supervision over any other staff employees within the Finance department. The incumbent also assists the Finance Director with a variety of management responsibilities.
- Other duties as assigned.

ESSENTIAL FUNCTIONS:

- Serves as the acting Finance Director in the absence or incapacity of the Finance Director, including providing updates to City Council, approving payment requests where appropriate and posting payroll transactions in accordance with established policies and procedures.
- Upon receipt of the daily deposit prepared by the Accounting Clerk, the Finance Manager is responsible for posting the revenue to the general ledger, and taking all cash, checks, or other receipts received by the city to the bank for deposit into the appropriate city checking accounts.
- In the absence of the Accounting Clerk, the Finance Manager is responsible for processing and recording all purchasing transactions, including entering payment requests and approving purchase order adjustments.

- Primary responsibility for processing payroll, including: (1) verification/validation of employee timesheets; (2) processing of approved employee rate changes; (3) entering employee deductions and processing deduction checks from the Payroll checking account; and (4) preparing and filing the monthly pension system reporting with OPERS and OP&F.
- Provides support for the implementation of the provisions of the various collective bargaining agreements, non-union pay matrix or Employee Handbook. Notifies the Finance Director of any discrepancies and assists with corrective actions where needed.
- Prepares reports and corresponds with other agencies regarding confidential information, including employment verification.
- Assists the Finance Director with the preparation of journal entries and required supporting documentation for the preparation of annual and monthly financial statements. Assists with responding to inquiries relating to the audit, annual financial statements, or other public record requests.
- Assists the Finance Director with the analysis and preparation of the annual operating and capital budgets. Aids the other departments with the preparation of their budget worksheets and supporting documentation.
- Manages the city's Worker's Compensation program, including submitting incident and other reports such as form 300AP (Summary of Work-Related Injuries and Illnesses) to the BWC. Serves as primary point of contact for the city's MCO on current outstanding claims. Attends the monthly Safety Council meetings and serves as the City of Pataskala's representative.
- Develops and maintains the forms used in processing financial records.
- Manages the city's property, casualty, and liability insurance program, including filing claims and managing outstanding litigation to which the city is a party.
- Assists the Finance Director in the establishment and maintenance of efficient procedures for processing all data and transactions relating to purchasing, general accounting and payroll records for the city.
- Assist taxpayer walk-ins and telephone calls requesting support, including contacting the Regional Income Tax Agency (RITA) when needed.
- Prepares daily and periodic reports as directed by the Finance Director. Assists other departments in the preparation of financial reports and documentation.
- Serve as the primary point of contact for facility tenant concerns and maintenance issues, such as cleaning, maintenance, and repairs.
- Provide support to employees on health insurance questions or issues and manage the city's employee wellness program.
- Performs other duties as assigned by the Finance Director or his/her designee.

MINIMUM REQUIREMENTS FOR ENTRY TO POSITION

TRAINING AND EXPERIENCE

- Minimum requirement of an Associate degree in Finance or Accounting with five (5) years relevant public finance experience, or a Bachelor's degree (preferred) in Finance or

Accounting with three (3) years relevant public finance experience. Certified Public Accountant (CPA) designation is a plus.

- Experienced and proficient with software applications such as Microsoft Word, Excel, PowerPoint, and any other financial software application considered necessary to complete required responsibilities. Prior experience with Software Solution's Visual Intelligence Portfolio (VIP) software desired.
- Possess strong technical skills and experience in processing/managing accounts payable, accounts receivable, payroll and general ledger accounting, preferably in the public sector.
- Must have exceptional communication and interpersonal skills including excellent written and oral communication skills.
- Ability to effectively schedule, organize, and prioritize work assignments, project tasks and activities.
- Ability to work independently with limited supervision, initiate new procedures for maintaining effective and accurate financial records; performing detailed work involving written and numerical data; communicate well, both orally and in writing, and read/interpret any state (ORC) or municipal codes.
- Must have the ability to establish and maintain relationships with elected and other city officials, subordinate staff, city employees and the general public (including taxpayers).
- Must be able to understand and follow complex instructions and prepare reports.
- Knowledge of and experience with federal rules and regulations, and the relevant sections of the Ohio Revised Code.

SPECIAL REQUIREMENTS

- Employee must be able to be bonded through the city's insurance carrier with a minimum \$25,000 bond.
- Must be able to maintain and protect confidentiality of information, including taxpayer information, employee HIPPA-protected information, and other sensitive and confidential information.
- Must be willing to work during other than normal business hours if needed to meet task deadlines.
- Must be willing to attend schools, training, and workshops as appropriate to enhance job effectiveness.
- Must be capable of supervising other employees.
- Ability to prepare reports, memos, correspondence, and other job-related documents using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use independent judgement, common sense and principles of influence and rational systems in the performance of tasks.
- Ability to work under stressful conditions, respond promptly in urgent situations, and balance priorities within, and between, offices and departments.
- Ability to maintain personal composure, and tactfully handle difficult situations and interpret questions correctly, ability to conduct yourself in a friendly, empathetic, and professional

manner with co-workers, directors, and the general public.

- Ability to advise and apply policies, procedures and standards to specific situations, and the ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards.

PHYSICAL REQUIREMENTS NOT OBVIOUS FROM ESSENTIAL FUNCTIONS

- None

All resumes will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

Approved by the Personnel Board of Review:

Posted: March 26, 2021

The City of Pataskala is an equal opportunity employer.