



# CITY OF PATASKALA

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title:</b> Assistant Director of Finance
<b>Dept.:</b> Finance	<b>Employment Status:</b> Full-time
<b>Reports to:</b> Director of Finance	<b>FLSA Status:</b> Exempt
<b>Normal Hours:</b>	<b>Civil Service Status:</b> Unclassified
<b>EEO Status:</b> Official / Administrator	

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### CLASS DESCRIPTION:

Under the general direction of the Director of Finance, 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 Director of Finance with a variety of management responsibilities.

### QUALIFICATIONS:

 An example of acceptable qualifications:

Possession of an Associate’s degree from an accredited college or university in Finance or Accounting with five (5) years or more of relevant public finance experience, a Bachelor’s degree in Finance or Accounting with three (3) years relevant public finance experience preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Certified Public Accountant (CPA) designation is preferred. Employee must be able to be bonded through the City’s insurance carrier with a minimum \$25,000 bond.

### EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Calculator, computer, computer software (e.g., Microsoft Office, SS VIP, Adobe, and other applicable computer software), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; this is considered sedentary work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION:

 For purposes of 42 USC 12101:

- 20% (3) Primarily responsible 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 Director of Finance of any discrepancies and assists with corrective actions where needed; manages the City’s Worker’s Compensation program, including submitting incident and other

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reports 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; provides support to employees on health insurance questions or issues and manages the City's employee wellness program.

- 10% (1) Serves as the acting Director of Finance in their absence or incapacity, including providing updates to City Council, approving payment requests where appropriate and posting payroll transactions in accordance with established policies and procedures.
- 10% (2) Upon receipt of the daily deposit prepared by the Accounting Clerk, the Assistant Director of Finance 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 Assistant Director of Finance is responsible for processing and recording all purchasing transactions, including entering payment requests and approving purchase order adjustments.
- 15% (4) Prepares reports and corresponds with other agencies regarding confidential information, including employment verification; develops and maintains the forms used in processing financial records; prepares daily and periodic reports as directed by the Director of Finance; assists other departments in the preparation of financial reports and documentation.
- 15% (5) Assists the Director of Finance 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 Director of Finance 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.
- 10% (6) Assists the Director of Finance 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.
- 5% (7) Manages the City's property, casualty, and liability insurance program, including filing claims and managing outstanding litigation to which the City is a party.
- 5% (8) Assists taxpayer walk-ins and telephone calls requesting support, including contacting the Regional Income Tax Agency (RITA) when needed.
- 5% (9) Serves as the primary point of contact for facility tenant concerns and maintenance issues, such as cleaning, maintenance, and repairs.
- (10) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.
- (11) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (12) Demonstrates regular and predictable attendance.

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### OTHER DUTIES AND RESPONSIBILITIES:

- 5% (1) Performs other duties as assigned.
- (2) Must be willing to work during other than normal business hours if needed to meet task deadlines.
- (3) Must be willing to attend schools, training, and workshops as appropriate to enhance job effectiveness.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** generally accepted accounting principles (GAAP); budgeting; finance; public finance; financial reporting and budgetary compliance; payroll practices and procedures; office practices and procedures; \*City/department goals and objectives; \*City/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; records management; personnel administration; office management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; computer software; Microsoft Office; processing/managing accounts payable, accounts receivable, payroll and general ledger accounting, preferably in the public sector.

**Skill in:** oral and written communication; word processing; computer operation; adding machine or calculator operation; use of modern office equipment; technology (including system upgrades and system transition implementation).

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; apply management principles to solve city problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; compile and prepare reports; respond to inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site; demonstrate interpersonal skills; establish and maintain relationships with elected and other City officials, subordinate staff, fellow city employees, and the general public; effectively schedule, organize, and prioritize work assignments, project tasks and activities; 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; maintain and protect confidentiality of information, including taxpayer information, employee HIPPA-protected information, and other sensitive and confidential information; work under stressful conditions, respond promptly in urgent situations, and balance priorities within, and between, offices and departments; 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.

### POSITIONS DIRECTLY SUPERVISED:

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

\_\_\_\_\_  
(Signature of Appointing Authority/Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

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