

CITY OF WEST CARROLLTON, OHIO

An Equal Opportunity Employer

POSITION TITLE: ACCOUNT ANALYST / FINANCE SPECIALIST

DEPARTMENT: FINANCE / INCOME TAX

Employment Status: Full-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is technical administrative work in the City of West Carrollton's Department of Finance / Income Tax – Finance Division. An employee in this class is responsible for a variety of financial management tasks including accounts payable, cash receipts, accounts receivable, check processing, billing, collections, payroll, other accounting related functions. This position will also offer support to the Income Tax Department as well as attending to the needs/requests of the general public. Duties are performed under the direction of the Finance Director and Assistant Finance Director.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of standard office equipment, including: computer, calculator, copier, telephone, VIP payroll and finance software and general office equipment. The primary work site is the West Carrollton City Building.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties that may be found in all positions in this class.

- Responsible for the daily financial operations of the city-cash flow, receipts and expenditures, investments and bank statements.
- Responsible for all accounts payable payments. Review all incoming documentation (invoices, expense reports, check requests, etc.) to ensure that complete and accurate information is provided, including appropriate authorization, account coding, payment information, and payment due dates.
- Communicate frequently with outside vendors both verbally and in writing on matters relating to accounts payable invoices; acts as a liaison between departments and vendors.
- Process daily cash receipt entries for payments received and upload cash receipts into the City's financial software. Performs all data entry including: purchase orders, invoices and check writing.
- Assist the Assistant Finance Director in preparing bi-weekly payroll along with associated records and files to ensure accuracy and timeliness of payroll activities and payroll-related reports.
- Assist in pulling details for the audit requests and reconciliation of various bank accounts.
- Assist in fulfilling public information requests that pertains to the finance office.
- Performs related duties as assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Provide backup and support to the city income tax department. Responsibilities may include, but are not limited to:
 - Assist individuals in preparing and calculating their annual income tax returns.
 - Collect and record received tax payments and record to the proper accounts.

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- Accept payments and respond to inquiries concerning Income Tax payments.
 - Other general tax responsibilities include answering the telephone, waiting on taxpayers at the counter, and responding to mail and emails.
- Respond to general inquiries from the general public both in person at the counter and by telephone, direct people to the appropriate person, office, or agency for further assistance.
- Perform other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic accounting principles dealing with accounts receivable, payable and receipts.
- Knowledge of the techniques and methods related to the formulation of balance sheets and bank statements.
- General knowledge of financial management, tax, and banking software.
- Ability to establish and maintain effective working relationships with city officials, fellow employees, other city employees, and the general public.
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- Ability to operate office equipment such as a personal computer, calculator, copier, fax machine, telephone, and general office equipment.
- Ability to understand and execute oral and written directions and to prepare clear and comprehensive reports.
- Ability to maintain records, prepare reports, prepare spreadsheets, and perform other necessary clerical and/or administrative duties.
- Skill in dealing firmly, tactfully, and courteously with the general public and city employees.
- Ability to handle confidential information.
- Ability to work under the limited direction of the Finance Director and the Assistant Finance Director.

DESIRABLE TRAINING AND EXPERIENCE:

- Graduation from a standard high school, or the equivalent, supplemented by some technical experience in accounting or bookkeeping; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of, or ability to obtain promptly, a valid Ohio Driver's License.
 - Must be able to meet requirements to be bonded.
 - Ability to work other than normal working hours.
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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 signature below signifies that I have reviewed and understand the contents of my position description. I agree that I am able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations will be made by the City to enable employees with disabilities to perform the essential functions of their job, absent undue hardship to the City.

(Employee Signature)

(Date)

(Approval of Appointing Authority)

(Date)