

Willowick Finance Department

Finance Assistant-Accounting

Under the supervision of the Director of Finance performs fiscal processing in the areas of accounts payable, accounts receivable and/or payroll. Provides clerical and office functions to assist the department's management in administering programs and services offered to the community and its citizens. Interacts with the general public by providing information and assistance as it relates to the department's services and its rules and regulations, that require discretionary judgment and extensive knowledge of departmental policies, procedures, and activities. Performs a broad range of administrative support functions including those of a confidential nature.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Processes account receivables on a daily basis. The process consists of auditing the various departments' cash reports; the creation of all pay-in-orders including those that are direct deposited from various sources; the entering of all pay-in-orders into the financial system; and the preparation of the deposit bag.

Processes account payables on a daily basis. The process consists of verifying and documenting account balances on all purchases orders submitted to the Finance Department; entering the purchase orders in the financial system and printing them; receiving and reviewing invoices from vendors, verifying accuracy by comparing to purchase orders and receiving documents; assembles voucher packages and enters invoices into the computer system for payment using correct account and vendor codes; processes the checks and sends to vendors.

Processes payroll and benefits functions on a limited basis.

Provides clerical support typing letters and memos; preparing legislation; copying information; filing documents; and taking phone messages. Maintains all on-going contract files, bid files, deed and easement files.

Maintains and updates spreadsheets for income tax collections, sewer collections, and special construction deposits.

Communicates with the Regional Income Tax Agency and the residents relative to income tax compliance requirements associated with point-of-sale applicants. Maintains and submits to the Regional Income Tax Agency a current listing of all landlords, rentors, and any new businesses.

Creates invoices for all departments ie., camp late fees, alarm penalty fees, grasscutting fees, etc. Reconciliation on a monthly basis of EMS collections reported by the outside collection agency (Life Force) to the city's financial system records.

Preparation of all manual checks including petty cash funds.

Sort and distribute incoming mail to all city departments; and opening and distributing the finance department's mail.

Performs other clerical/accounting duties of a similar nature as assigned.

MINIMUM QUALIFICATIONS

High school diploma or its equivalent (G.E.D) including or supplemented by courses in typing and office procedures; clerical experience; or any equivalent combination of training and experience which provide the following knowledge, abilities, and skills:

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of business English, grammar, and punctuation.
- Knowledge of standard office practices, procedures, equipment, and clerical techniques.
- Ability to file numerically, alphabetically, and chronologically.
- Ability to proofread, research files, and logically organize information.
- Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental procedures.
- Ability to distinguish confidential material and apply department standards for security and privacy.
- Ability to communicate, orally and in writing.
- Ability to operate computer equipment and software after a reasonable period of training.
- Ability to maintain required work records.
- Ability to maintain effective working relationships with other employees and the public.
- Ability to maintain records and to prepare reports from those records.
- Skill in the operation of devices using alphanumeric keyboards.
- Skill in basic mathematical computations.