

Village of Greenfield
An Equal Opportunity Employer

JOB DESCRIPTION

*Specifications are intended to present a descriptive list of the range of duties performed by employees.
Specifications are **not** intended to reflect all duties performed within the job.*

Position Title: Finance Director Assistant / Human Resources
Department: Finance
Division: Administrative, Finance, Confidential
Reports to: Finance Director

JOB PURPOSE SUMMARY

Provides support for the Village of Greenfield's Finance Director, Office of Finance and provides Human Resources to the Village of Greenfield's departments; under administrative direction of Finance Director; performs day to day processing of fiscal transactions to ensure that municipal finances within the finance office are maintained in an effective, up to date, and accurate manner; collaborate on fiscal activities; contributes to the overall success of all departments by effectively supporting the implementation of all financial policies and activities for the Village of Greenfield; assist the Finance Director on financial and payroll reporting, development of plans, revenue structures and monitoring financial operations; collaborate on fiscal activities; responsible for providing financial assistance and clerical services (e.g. handling pertinent and confidential information, receipting of funds, preparation of financial & payroll reports, documents, budget, etc.); provide services in an effective and efficient manner to ensure municipal finances are accurate and up to date; assist in the processing and monitoring of expenditures and payments and in preparing and monitoring the payroll system; performs a variety of clerical duties (e.g. typing, data entry, filing, telephone technique, process incoming and outgoing mail, bookkeeping and record retention).

While providing support to the Finance office, this position will also be responsible for developing and implementing the Human Resources department and management. This position will report to the City Manager, Finance Director, and Director of Public Works regarding pertinent training and growth opportunities for the Village employees.

PRIMARY FUNCTION

The following duties are typical for this job position. Incumbents may not perform all the listed duties. They may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assist the Finance Director in duties as prescribed by Section 133.03 GCOC and Ohio Revised Code, Chapter 705.09, in addition to other duties as may be required by future ordinance or resolution of the Village Council.

1. Greet the general public, visitors, and business constituents efficiently, professionally, and courteously; communicate, interpret, and respond clearly and effectively to spoken requests and written instructions.
2. Answer a high volume of calls and maintain a rapid response rate according to agreed standards.
3. Log information on calls received and maintain detailed and accurate records (e.g., work orders, turn-ons, shut-offs, meter checks, etc.).
4. Maintain and update continuously, by local knowledge and by local means, a log of the availability of service staff likely to handle inbound service and repair calls.
5. Monitor activities of consumer accounts for accurate meter reads.
6. Verify mathematical calculations, invoice monthly usage, receipt monthly payments, bookkeeping, and recordkeeping of all fiscal transactions.
7. File records, open and process incoming mail, and perform other routine clerical tasks assigned within the Finance Department/Human Resources Department as needed.
8. Maintain relevant office supplies for effectiveness of water & sewer office needs.
9. Establish and maintain effective working relationships with co-workers, supervisors, business constituents, consumers, and the general public.
10. Maintain regular, consistent, and professional attendance, punctuality, and personal appearance; adherence to relevant health & safety procedures and quality management.
11. Operate computers and use software programs; type and word-process various documents; create financial and statistical tools and reports using database management and spreadsheets.
12. To assist in analyzing and interpreting financial statistics and other data and produce relevant reports.
13. Interpret instructions and issues arising and then implement actions according to administrative policies and procedures.

14. Research, investigate information, and create various draft opinions for groundwork on projects assigned to enable strategic decision-making by others.
15. Arrange and collaborate in meetings, conferences, and project activities; maintain appointments and a calendar of meetings and activities; and advise on the status of papers.
16. Approve decisions, requests, expenditures, and recommendations on behalf of senior people in their absence, according to agreed guidelines and policies.
17. Receive and verify invoices and requisitions for goods and services.
18. Verify that transactions comply with financial policies and procedures.
19. Verify, prepare, and process invoice batches for data entry and payments.
20. Process backup reports after data entry.
21. Manage the weekly check run, record all checks, and maintain the check register.
22. Prepare vendor checks for mailing; prepare manual checks as and when required.
23. Maintain a listing of accounts receivable and payable.
24. Maintain the general ledger.
25. Maintain updated vendor files and file numbers.
26. Maintain all account books and ledgers.
27. Print and distribute monthly financial reports.
28. Establish and maintain confidential employee files.
29. Calculate salaries and benefits.
30. Verify payment amounts, hours of work, deductions, etc.
31. Verify coding and signatures
32. Data entry employee human resource/payroll information
33. Log in and distribute paychecks.
34. Prepare and remit source deductions and payroll tax
35. Prepare Purchase Orders
36. Maintain a filing system for all financial documents
37. Ensure the confidentiality and security of all financial and personnel files
38. Perform other related duties as required.
39. Oversee recruiting, interviewing, and hiring new staff.
40. Serve as a link between management and employees.
41. Plan, implement, and evaluate employee relations.
42. Maintain job descriptions and requirements.
43. Conduct exit interviews.
44. Prepares employees for assignment by establishing and conducting orientation and training programs.
45. Conduct surveys of wage trends and recommend pay structure revisions.

46. Prepare and report human resource benefits to state agencies as required.
47. PHR (Professional Human Resources) certified or willing to pursue certification within a designated period.

KNOWLEDGE, ABILITY AND SKILL

The following generally describes the knowledge, ability, and skill required to enter the job and be learned quickly to perform the assigned duties successfully.

- Ability to demonstrate strong customer service tendencies.
- Knowledge of advanced principles and practices of public and local government administration, policy and program development, and implementation.
- Competent in Microsoft Office products and efficient in email and internet applications.
- Skillful in typing/keyboarding, filing, and calculator operation.
- Operates various standard office machines, including personal computers, telephones, printers, calculators, shredding machines, and photocopy/document center.
- Solid finance and budget preparation ability.
- Ability to calculate fractions, decimals, and percentages.
- Ability to prioritize, organize, and plan accurately at work; attention to detail.
- Ability to assimilate data and maintain accurate records.
- Ability to demonstrate problem-solving and strong public relations/customer service skills.
- Any combination of education, training, and/or experience that evidences realization and comprehension of fiscal management and a basic understanding of accounting, bookkeeping, recordkeeping, and office practice and procedures.
- Knowledge of accounts payable and receivable and maintaining general ledgers.
- Knowledge of payroll functions and procedures.
- Ability to maintain high accuracy in preparing and entering financial and payroll information.
- High School Diploma or equivalency required.
- Proven oral and written skills required.
- Ability to maintain confidentiality concerning local governmental & financial matters and employee files.
- The ability to travel if requested.

PHYSICAL DEMANDS

The conditions herein are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- Work is primarily in a standard office environment, with some traveling to different sites using various modes of private and commercial transportation to attend seminars, conferences, and meetings.
- Sufficient physical ability and mobility to work in an office setting, standing or sitting for long periods, occasionally stooping, bending, kneeling, crouching, reaching, twisting, lifting, carrying, pushing, and pulling light to moderate amounts of weight.
- Operate office equipment requiring repetitive hand movement and fine coordination, including computer use; view a computer monitor and frequent alpha/numeric keyboarding.
- Oral communications over the telephone and in person.

VILLAGE POLICY/PROCEDURE COMPLIANCE

Follow all Village of Greenfield Codified Ordinances, policies, and procedures, as well as all local, state, and federal laws concerning employment, including, but not limited to, I-9 information, EEOC, civil rights, and ADA.