

RESOLUTION NO. 17-2017

Adopting a Job Description for Administrative Assistant/Finance Manager and Amending the Staffing Chart to Accommodate Said Position

WHEREAS, City Council wishes to adopt a job description for the unclassified position of Administrative Assistant/Finance Manager; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 59-2016 establishing the 2017 Staffing Chart of the City of Worthington to add the position Administrative Assistant/Finance Manager;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Administrative Assistant/Finance Manager (Class Specification No. 243) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That City Council does hereby amend the 2017 Staffing Chart of the City of Worthington by adding the position Administrative Assistant/Finance Manager.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted May 1, 2017

/s/ Bonnie D. Michael  
President of Council

Attest:

/s/ D. Kay Thress  
Clerk of Council

***CITY OF WORTHINGTON***  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Administrative Assistant/Finance Manager	<b>CLASS:</b> No. 243		
Department:	Finance		
Date:	May 1, 2017	Title Originated:	2017
Reports To:	Director of Finance	Updated:	

**General Statement of Duties**

This position serves as income tax administrator, prepares and directs payroll operations, and works with the Director of Finance on financial forecasting, planning and budget issues and the daily operations of the Finance Department. The Finance Manager performs a variety of accounting and auditing tasks, prepares monthly bank reconciliations, and may act in place of the Director of Finance in their absence. The Finance Manager interprets and applies complex laws, rules and regulations relating to tax and accounting matters and must exercise integrity, honesty, personal initiative and sound professional judgement.

**Essential Functions of the Position**

Directs and assists in preparing the City's bi-weekly payroll process and ensures compliance with guidelines/standards;

Examines contracts, purchase orders and other financial documents for approval based upon availability of funds and ensuring compliance with accounting reporting standards;

Serve as lead contact between the City and auditors during audits relating to financial reports;

Reviews and monitors budgets; assists departments with budget problems throughout the year;

Performs income tax compliance reviews and reconciles income tax reports with monthly collections;

Reviews City income tax procedures for compliance with state and federal tax laws;

Receives payments and makes bank deposits;

Assists with the daily operations of the Finance Department and provides guidance regarding accounts payable and receivable;

Assists in the planning, organizing and directing of accounting and finance operations for assigned funds including the supervision of related staff and administration of financial policies;

Works with executive staff on complex and city-wide financial planning and budget issues including, but not limited to, the execution of the financial plan and operational budget;

Provides financial information and recommendations to other departments and the public;

Assists with preparation of the City's financial statements including GAAP reviews;

Works with staff on the reporting and analysis of the City's performance and program measurements;

Performs routine office functions and operates computer systems.

### **Knowledge, Skills and Abilities**

Experience with supervising payroll, accounting functions and knowledge of accounting practices;

Experience with accounting, auditing, financial and budgeting principles, practices and analysis;

Ability to assist with the review and tracking of economic development programs;

Ability to comprehend and follow complex policies, regulations, codes and procedures;

Ability to perform accurate mathematical calculations;

Experience with computers and software applications as used in office settings;

Ability to communicate effectively both verbally and in writing;

Ability to establish and maintain effective working relationships with other employees, Department/Division Heads, vendors and the public;

Ability to maintain confidentiality regarding City information.

### **Minimum Requirements of the Position**

Bachelor's Degree from an accredited college or university with a major in accounting, finance, business, public administration or closely related field or equivalent combination of experience and training which provides the required knowledge, skills and abilities of the position. Must be eligible to be bonded.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 17 -2017; Effective May 1, 2017