

RESOLUTION NO. 04-2012

Amending the Job Description for the Position of
Finance Assistant and Amending the Pay
Resolution to Accommodate Said Position.

WHEREAS, City Council wishes to amend the job description for the position of
Finance Assistant; and,

WHEREAS, it is necessary to amend the job description for the position of
Finance Assistant to properly reflect the duties of this position; and,

WHEREAS, City Council wishes to amend Resolution No. 36-2011 to adjust the
salary range of the Finance Assistant position from Range 16 to Range 20;

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 Finance Assistant
(Class Specification No. 64) as per the description attached hereto be and the same is
hereby amended.

SECTION 2. That Resolution No. 36-2011 establishing compensation for
classified positions in the City be and the same is hereby amended to adjust the salary
range for the Finance Assistant position from Range 16 to Range 20.

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

Adopted January 17, 2012

[Signature on File]
President of Council

Attest:

[Signature on File]
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: FINANCE ASSISTANT	CLASS: No. 64
Department: Finance	
Date: January 17, 2012	Revised: 2003
Reports To: Director of Finance	Updated: 2012
Non-Exempt	

General Statement of Duties

Performs a variety of accounting and auditing tasks for the Department of Finance independently or with general guidance, as well as other duties at the request of the Director of Finance; serves as income tax administrator and acts in place of the Director of Finance in his/her absence; prepares and directs payroll operations; works with Director of Finance on financial forecasting, planning and budget issues; prepares monthly bank reconciliations; assists and provides guidance for daily operation of the Finance Department.

Essential Functions of the Position:

Prepares and directs 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;

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 a computer system.

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 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 type and use standard office equipment;

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. 04-2012; Effective JANUARY 17, 2012