

Columbia Township (Hamilton County) Ohio

TITLE: Finance Specialist and Office Manager

REPORTS TO: Township Administrator

GENERAL DESCRIPTION:

The position of Finance Specialist and Office Manager is responsible for performing essential and specialized financial and administrative functions for the Township, as well as assisting the Township Administrator with management-level responsibilities as assigned. The position is also responsible for:

- Managing the Columbia Township Office with a focus on Easy Access and Responsive Government
- Managing general and specialized public accounting functions, reporting, and compliance for a \$6.0 million annual budget and assisting with annual and ongoing budgeting functions.
- Serving as Records Custodian to fulfill public records requests and managing compliance with the Township's record retention policy.

SCOPE AND REPORTING:

- The position reports to the Township Administrator and duties are performed solely under the Administrator's direction. The Administrator may direct the employee to assist in general communications with, and act as a liaison to, the Fiscal Officer, Board of Trustees, Hamilton County Auditor & Treasurer offices, and other financial/administrative agencies.

ESSENTIAL ROLES & RESPONSIBILITIES

The essential roles and responsibilities of the position include, but are not limited to:

Finance Specialist

General Accounting - perform and assist with accounting functions including accounts payable, accounts receivable, purchase orders, bank reconciliation, and accounting reports as required for on-demand, monthly, quarterly, and annual requirements using Ohio Auditor of State Uniform Accounting Network (UAN).

Specialized Accounting - perform and assist with specialized financial accounting, reporting, and compliance functions for all grants (federal, state, county agencies), bonds/loans, and Ohio statutory financing programs including Tax Increment Financing and Joint Economic Development Zone.

Related Responsibilities

- Assist with preparing a \$6 million budget annually.
- Perform ongoing budget monitoring, appropriation and revenue adjustments, forecasting, Treasury and Debt Management, budget year and other budget management functions.
- Support Township Administrator's management of major service contracts and general vendor contract by providing accounting, recording, monitoring, and other duties; these include police, fire/EMS, and waste, and general vendors.
- Prepare for and assist with mandatory two-year Auditor of State audits.
- Prepare additional reports for financial and administration as assigned.
- Support Township Administrator in carrying out a variety of legal and agency compliance responsibilities.
- Serve as a back-up for Human Resources Manager when needed to prepare and process biweekly payroll, prepare all associated reporting for earnings, retirement, and benefits, and other tasks as assigned by the Township Administrator.

Township Office Manager

Daily management of Township Office - includes visitor reception, responding to citizen phone and email inquiries about various Township matters, overseeing telephone system, IT network, mail and deliveries, office equipment and supplies, document files, Notary Public services, and other office management functions.

Citizen and Public Access Manager – ensure 24/7 information access by managing the functionality of a multi-media system that includes telephone, website, social media, and other platforms, and coordinate responses from appropriate staff.

Public Records Custodian - under the Township Administrator's supervision, provide public access to information by following Ohio Public Records Law to manage and ensure compliance with public records retention policy.

Miscellaneous -

- Provide support to Township Administrator and Office staff in their management of communications (including social media and Columbia magazine *The Voice*).
- Provide support to Columbia Town Hall Manager/Resident Services Coordinator and Community Event Planner with resources, assistance, and attendance as reasonably may be needed to carry out Columbia-hosted meetings and events.
- Complete special projects as assigned.
- Develop and maintain various data dashboards and analytics for internal and external use.
- Assist the Township Administrator with the development of and presentation of recommendations for the Board of Trustees
- Perform other duties as directed by Township Administrator.

CRITICAL SKILLS / EXPERTISE:

We have built a cooperative and productive team culture based on respect, integrity, and trust. Candidate must demonstrate:

- Ability to maturely build and maintain trust through team-focused relationships with co-workers and township officials, and with residents, businesses, and peer colleagues at diverse government agencies that serve as important partners.
- Commitment to personal and professional integrity through a verifiable work history that confirms the candidate has strictly adhered to workplace laws governing ethics.
- Verifiable work history of supporting co-workers by directly assisting and/or providing helpful resources and being flexible in shifting priorities and tasks when the greater needs of the agency require an all-hands-on deck effort.
- Ability to organize and manage all functions and systems of a small office to serve customers, employees and contractors, and other stakeholders.
- Manager-level knowledge of finance practices with primary emphasis on accounting/budgeting and secondary emphasis on compliance/reporting.
- Basic or greater knowledge of payroll programs and systems.
- Ability to report for duty at the Township Office dependably and punctually.
- Proficiency in Office365 Excel, Outlook, and Word.

EDUCATION, LICENSING & CERTIFICATION REQUIREMENTS:

At least five years of experience in public finance – with a focus on accounting and budgeting - for local, county, state, or federal government. Preference will be given to candidates with direct experience using UAN and experience assisting with audits.

Preference will be given to candidates who have been promoted by the current or previous employer. Candidates with experience only in private-sector accounting and finance will be considered if the candidate holds a certificate or degree from an accredited college or university in accounting, finance, business administration or another related field.

Any equivalent combination of experience and training that provides the essential knowledge, skills and abilities required to be successful will also be considered.

WORK SCHEDULE / LOCATION/ COMPENSATION

Columbia Township’s Administrative Office currently is located at 5686 Kenwood Road. Next year, we’ll move to a new location in Columbia’s historic Madison Place neighborhood and business district near Mariemont Square.

Monday – Friday flexible hours 8-4:30 / 8:30-5 / or 9-5:30

Plus, up to five weekend days annually for community events.

Starting salary \$75,000 plus excellent benefits

EMAIL RESUME AND ANY COMMUNICATIONS TO:

Ellen Harback, Columbia Human Resources

Ellen@ColumbiaTwp.org