

Village of Woodlawn

Assistant Finance Director

The Village of Woodlawn is located in Hamilton County with a diverse population of 3,916 residents and several businesses. The Village provides police, fire, EMS, recreation, and public works services to Village residents. Woodlawn is home to Glenwood Gardens (Great Parks), features a hike and bike trail (Tri State Trials), and hosts various community events including an annual Juneteenth Fireworks Festival.

The Village of Woodlawn invites qualified applicants to apply for the position of Office Administrator. A short description of this vacancy is below:

Job title: Assistant Finance Director

Location: Woodlawn, Ohio

Job Type: Full-time

Salary Range: \$50,000 - \$75,000

Job Duties:

- Responsible for assisting the Finance Director with the fiscal affairs of the Village
- Coordinates and Performs General Ledger entry and General Ledger support.
- Processes Village Payroll.
- Process Accounts Payable.
- Works with Human Resources Consultant on issues that affect payroll (change of position, change of rate, benefits amendments, etc.)
- Addresses payroll related questions or concerns from Village employees regarding payroll; troubleshoots payroll issues with Village Department Heads.
- Acts as liaison and files necessary payroll related reports with Ohio Public Employees Retirements system and Ohio Police and Fire Retirement system timely.
- Acts as a liaison with the Village payroll (software) provider
- Trains Village employees on use of payroll software, point of sale software, and credit card processing machines.
- Assist in the preparation of financial reports requested by Village Council, Mayor, and other stakeholders.
- Assist in the preparation of annual budget and transfer ordinances.
- Assist in the reconciliation of Village bank accounts on monthly basis. Balance monthly reports and prepare statements for month-end and year-end closings.
- Serves as a liaison with the Office of the State Auditor and Village staff in order to ensure accurate and consistent data gathering for the annual audit process.
- Assists with annual preparation of yearend financial report.

Qualifications:

- Minimum Qualifications/Education/Training Required:
 - Degree in Finance or Accounting from an accredited university or comparable experience in governmental setting with five years of governmental accounting experience; the ability to maintain a high level of accuracy and confidentiality; and advanced experience in MS Office Products.

- Preferred Knowledge, Skills and Abilities:
 - **Knowledge of:** government structure and process; bookkeeping practices and procedures; office practices and procedures; English grammar and spelling; records management.
 - **Skill in:** typing; data entry; word processing; computer operation; computer programs (e.g., Microsoft Office, Word, PowerPoint, Excel, Outlook, Microsoft Teams, UAN (Uniform Accounting Network), recreations software Rec Desk; etc.); use of modern office equipment. Experience with Payroll Partners (payroll processing service) a plus.
 - **Ability to:** carry out instructions in written, oral, or picture form; exercise independent judgment and discretion; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; copy records precisely without error; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communication; work alone on most tasks; handle sensitive inquiries from and contacts with officials and general public; Extensive internet research abilities; ability to train others maintain records according to established procedures; develop and maintain effective working relationships; resolve complaints; move quickly and effectively from one task to another.

How to Apply:

Qualified applicants interested in this position with the Village of Woodlawn should email the contact below to receive a full employment application to be completed and returned:

Name: Fred Lord,

Email: flord@clemansnelson.com

No individual will be considered as a candidate unless they submit their application within the application period. To be considered a valid application, all areas of the Employment Application shall be completed in its entirety as applicable. Clearly print or type your application. Information showing that you meet all the minimum qualifications must appear on the application to ensure consideration.

The Village of Woodlawn is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, veteran's status, military status, ancestry, age, genetic information, or disability in employment or the provision of services. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available upon request.

*A full position description is available upon request.