

ORDINANCE NO. 92-52 AC CMS

AN ORDINANCE ESTABLISHING THE POSITION OF
ADMINISTRATIVE ASSISTANT IN THE FINANCE DEPARTMENT
FOR THE CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That there is hereby established the position of Administrative Assistant in the Finance Department for the City of Oberlin, Ohio, to work under the immediate supervision of the City Manager, be in the unclassified non-competitive civil service of the City, and be in pay range 9.

SECTION 2. That the job description for the Administrative Assistant in the Finance Department for the City of Oberlin as set forth in Exhibit A attached hereto and incorporated herein by reference, is hereby approved.

SECTION 3. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - July 6, 1992 (Emergency)
2nd Reading -
3rd Reading -

ATTEST:


CLERK OF COUNCIL


CHAIRMAN OF COUNCIL

POSTED: July 8, 1992

EFFECTIVE DATE: July 6, 1992

ADMINISTRATIVE ASSISTANT
FINANCE DEPARTMENT

GENERAL STATEMENT OF DUTIES

Administrate the City Income Tax billings and payments. Maintain all accounting records of the City. Perform other duties pertaining to the finances of the City as required.

SUPERVISION RECEIVED

Works under the supervision of the City Manager.

SUPERVISION EXERCISED

Assists in the direction of the Finance and Utility Billing Office. Prescribe the forms or reports from other departments to perform the accounting functions of the City.

JOB DUTIES

- Accept and process all City Income tax receipts, deposit money, prepare forms for remittance of tax and maintain tax ledgers.
- Perform accounting functions for all City Funds; process invoices, prepare vendor checks, make accounting entries in journals and ledgers, prepare monthly financial reports through balance sheet and income statement.
- Prepare monthly financial reports for department heads.
- Assist in the preparation of quarterly financial reports for City Council.
- Assist in the preparation of the annual "Appropriation" Budget and the annual "Tax" Budget which is filed with the County Budget Commission.
- Verify the availability of funds for all City checks and purchase orders.
- Reconcile all City bank accounts to accounting records.
- Perform backup procedures on the Finance Department Computers.
- Assist in the preparation of the Annual Financial Report which is filed with the State Auditor's Office.
- Perform the duties of an absent staff member in the Finance Department.
- Assist in the uses and upgrades of computer systems used by the Finance Department.
- Assist in the development and maintenance of City asset control records and reports.

- Recommend, advise and/or consult with the City Manager, department heads and others regarding the City's financial activities.
- Supervise collection of delinquent accounts receivable.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Required to have a minimum two year associates degree in Office Management, Accounting or related field and two years experience in the public sector, preferably in the State of Ohio, or the equivalent combination of education and experience. Requires broad knowledge of Principles of Accounting Concepts and Practices as they apply to municipalities. Must be able to be bonded.

LICENSES AND CERTIFICATES REQUIRED

None.

Paygrade: 9
F.L.S.A. Rating:

Classification:
Civil Service Rating:

Classification: _____