

ORDINANCE NO. 95-14 AC CMS

AN ORDINANCE ESTABLISHING THE POSITION OF
FINANCIAL 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 Financial Assistant in the Finance Department for the City of Oberlin, Ohio, to work under the immediate supervision of the City Auditor, be in the classified non-competitive civil service of the City, and be in pay range 10.

SECTION 2. That the job description for the Financial 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 - 2/6/95
2nd Reading - 2/21/95
3rd Reading - 3/6/95

ATTEST:


CLERK OF COUNCIL


CHAIR OF COUNCIL

POSTED: March 10, 1995

EFFECTIVE DATE: April 10, 1995

FINANCIAL ASSISTANT

GENERAL STATEMENT OF DUTIES

Assist the Auditor in the operation and maintenance of the City's fiscal control and reporting requirements.

The job description is intended merely to illustrate the duties that may be assigned to the persons assigned to this title. It should not be intended to describe all of the duties that may be required of the persons holding a position assigned to this title or to limit the nature and extent of assignments a person may be given.

SUPERVISION RECEIVED

Works under the supervision of the City Auditor and in accordance with Generally Accepted Accounting Principles, rules and regulations of the State Auditor's Office and established operating procedures.

SUPERVISION EXERCISED

None.

JOB DUTIES

- Assist in the collection, disbursement and recording of all City monies accurately and timely.
- Prepare bank deposits accurately and timely.
- Reconcile bank statements to accounting records accurately and timely.
- Process accounts receivable accurately and timely.
- Process accounts payable accurately and timely.
- Assist in the collection of all delinquent accounts.
- Process payroll accurately and timely.
- Maintain Workman's compensation records accurately.

- Report payroll and pension information to state agencies accurately and timely.
- Coordinate the preparation of bid documents.
- Assist in the maintenance of the City's Central Computer System.
- Assist in the maintenance of the City asset control records and reports.
- Assist the Auditor in the preparation of all reports as required by state agencies, City Council, City Manager, City Solicitor, and Department Heads.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

A combination of education and experience sufficient to demonstrate the ability to perform the duties. An example of an acceptable qualification would be a high school diploma and an associates degree in accounting or five years experience in municipal finance.

UNUSUAL OR SPECIAL WORKING CONDITIONS

Minimal lifting may be required.

Minimal travel throughout the day may be required.

Limited overnight travel for training purposes may be required.

LICENSES AND CERTIFICATES REQUIRED

Must be bondable through the City's agent.

Must possess a valid drivers license and be insurable.

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Paygrade: 10 Classification: Provisional
F.L.S.A. Rating: Non-Exempt Civil Service Rating: Classified