Accounting Clerk

The City of Groveport, Ohio is central Ohio's small town. Groveport is a growing City in southeastern Franklin County. The community has a state-of-the-art recreation and aquatic center, a world class golf course, an excellent arts and education program, several parks and a quaint Main Street historic area. We are looking for an Accounting Clerk to join our team and work closely with the Finance Department. This is a great opportunity with a very competitive starting salary and great benefits including vacation, sick leave, parental leave, health, dental, vision and life insurance.

SUMMARY: Responsible for processing of accounts payable, utility billing and receivables, and payroll transactions based on established schedules.

QUALIFICATIONS: An example of acceptable qualifications:
Completion of secondary education, or equivalent and associate's degree, six (6) months of experience in relevant work area, or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:
None

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
Personal computer, computer software (e.g., Microsoft Office, CMI, Kronos Time and Attendance, OPERS, Insurance programs), printer, copy machine, fax machine, and other standard business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); has contact with potentially violent or emotionally distraught persons; occasionally lifts objects 20 lbs or less; occasionally carries objects 20 lbs or less; occasionally pushes objects 20 lbs or less; occasionally pulls objects 20 lbs or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

25% Payroll Accounting and Processing

(1) Plans and processes employee payroll (e.g., inputs new employees, collects and checks timecards, enters time into system, processes direct deposits, processes payroll deductions, verifies leave taken and accrued); processes and issues contractor checks; writes other checks for refunds. Responsible for reviewing all payroll related source documents prior to final processing for errors and irregularities. Responds to routine and complex payroll inquiries (e.g. benefits, pension requests, pay increases, tax and other benefit withholdings) and coordinates and communicates with the Human Resource Department on any payroll changes, discrepancies or irregularities.

(2) Performs monthly audits of payroll related transactions including, but not limited to reconciling employee withholding deductions, reconciling active and inactive employees, processes and generates payroll direct deposit checks, tracks and communicates Part Time PTO (Paid Time Off) balances to supervisors, calculates leave bank buyouts upon employee terminations/resignations, updates payroll records by recording changes for insurance coverage and salary modifications or other payroll related items which have a direct and material impact on operations.

(3) Creates, maintains and updates payroll software and corresponding payroll manual.

(4) Prepares and submits monthly, quarterly and annual payroll reports; prepares and creates monthly vendor checks and deduction reporting; ensures accuracy of all reports, including, but not limited to Ohio Public Employees Retirement System, Ohio Police and Fire Pension Fund, Federal 941, applicable school, local and state taxes, and W-2's.

(5) Responds to a variety of questions, some of which may require providing technical assistance with the timekeeping system, inquiries from supervisors, employees or others regarding employee hours, pay, leave accruals or other payroll related matters.

(6) Stays educated on the latest laws and legislation (local, state and federal levels) and maintains open communication channels to all City employees regarding changes to employee personal information.

(7) Verifies payroll source documents exist and agree to employee master files prior to final processing. Confidential employee information is not discussed or disseminated with outside departments other than the Finance or Human Resource departments.

25% <u>Accounts Payable Accounting and Processing</u>

(8) Processes accounts payable in a detailed and timely manner (e.g., assigns purchase order numbers, gathers/enters invoices, processes, batches, prints checks, processes and files vouchers, and collects online payments). Verifies accounts payable source documents exist prior to processing verifying proper department approvals, account numbers, and omission of sales taxes, late fees, or other unallowable costs.

(9) Responsible for reviewing all accounts payable invoices prior to final processing for errors and irregularities. This includes verifying federal identification numbers, resolving invoice or payment discrepancies, and ensures credits are received for disputed charges. Assists in year-end close-out procedures.

(10) Prepares 1099 forms and ensure that information reported on forms is accurate and agrees to supporting software accounting system and corresponding reports.

25% Utility Billing, Receiving and Accounting

(11) Maintains water, sewer and stormwater customer records which include: meter readings, billing ledgers, payment postings, consumption history, processing and mailing of customer bills, posting of late penalties and related notices and customer debit/credit adjustments. Provides assistance to new customers/change of address which includes utility and income tax accounts.

(12) Prepares and submits assessments for delinquent utility accounts in a timely manner.

(13) Reconciles and properly closes in a timely manner daily utility batches by reconciling all payments received to the utility accounting system and investigates and resolves any variances.

15% Cemetery Billing, Receiving and Accounting

(14) Processes payments received from the sale of lots, internments, and opening and closings as reported on Cemetery Purchase Agreements received. Reconciles cash, check, or credit card payments to amounts listed on Cemetery Purchase Agreements, prepares bank deposit slips as necessary. Investigates and resolves any differences.

(15) Updates cemetery records upon sale of lots as applicable via cemetery software records and also manual records/ledgers as applicable. Provides guidance to Public Works staff regarding available lots for sale.

(16) Works with the Director of Finance and/or Clerk of Council to update existing cemetery database, investigate discrepancies the from sale of existing lots and resolve any variances.

10% General Responsibilities

(17) Processes end of month/year balances (e.g., prints reports, double-checks balance, rolls cash and voucher months into system); and informs Finance Director of any inconsistencies or errors.

(18) Identifies, recommends and participates in the ongoing development/establishment of accounting policies and procedures and operational strategies including the review and implementation of process and system changes. Discrepancies are timely communicated to supervisors accordingly.

(19) Processes property tax exemptions; monitors filed properties for exemptions; monitors and tracks Municipality credit cards; performs other general account clerk functions (e.g., answers e-mail, answers phone calls, opens/sorts mail, orders supplies, etc.)

(20) As necessary, responsible for assigning and supervising the Clerk of Court regarding the processing of accounts payable and daily posting of utility payments to customer accounts and reconciling daily utility batch deposits.

(21) Provides operational back-up support to the Senior Accountant and Mayor's Court Clerk as considered necessary. Responsible for understanding and performing each position job responsibilities when deemed necessary.

(22) Maintains a professional demeanor when conversing with customers, vendors, the general public, and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.

(23) Collaborates with external auditors to ensure successful audit results and compliance.

(24) Maintains required licensures and certification. Updates job knowledge by participating in educational opportunities.

(25) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(26) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

(27) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: bookkeeping; payroll practices and procedures; *municipal goals and objectives; *municipal policies and procedures; *personnel rules; *rules and regulations; *workplace safety practices and procedures; *Code of Personnel Policies and Collective Bargaining agreements, *Code of Ordinances, Administrative Code – Utilities, Chapter 921 – Sewer Regulations, Chapter 925 – Sewer Rates, Extensions and Fees, Chapter 929 – Water Regulations, Chapter 933 – Water Rates, Extensions and Fees, Chapter 935 – Stormwater Management Policy, and Chapter 939 –

Stormwater Utility Rates, Extensions and Fees *current on accounting and payroll fraud related schemes and government structure and process.

Skill in: data entry; computer operation; adding machine or calculator operation; use of modern office equipment.

Ability to: interpret a variety of instructions in written, oral, picture, or schedule form; define problems, collect data, establish facts, and draw valid conclusions; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; copy records precisely without error; copy material accurately and recognize grammatical and spelling errors; complete routine forms; prepare routine correspondence; 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 communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None

BENEFITS:

Excellent benefit package includes:

- Health insurance (low premium and deductible for employee)
- Vision insurance (premium fully paid by City)
- Dental insurance (premium fully paid by City)
- Life insurance (fully paid for by City)
- 11 paid holidays
- 2 weeks of vacation or more depending on service credits
- 1 personal day
- 18 days of sick leave a year (rolls over annually)
- Parental leave
- OPERS retirement plan
- Deferred Compensation optional
- Free recreation center membership
- Free access to Motts Military Museum

Salary Range: $55,888.25 ($26.87) - $73,133.14 ($35.16)

To be considered for this position, you ***must apply*** by **11:59PM Monday, November 9th, 2026**, at the link below:

https://www.governmentjobs.com/careers/groveport