

City of Bedford, Ohio
Assistant Finance Director
POSITION

NATURE OF WORK

This is a technical/professional position that includes substantial government accounting work in the creation of entries leading to monthly reports and assisting with preparation of the Annual Comprehensive Financial Report. Some of the related duties include: recording of revenues, various reimbursements, 1099 reporting, bank reconciliation assistance, cash flow schedules, expenditures and fixed assets for all City departments.

See the detailed job description on our website: <http://www.bedfordoh.gov/>

Qualifications:

- A minimum Bachelor's degree in Accounting and Government Accounting experience 1-3 years preferred.
- Excellent Computer Knowledge (Excel spreadsheets) and Knowledge of Microsoft Office Software products
- Ability to learn assignments readily, ability to maintain effective working relationships with other employees, supervisors, and the general public.
- Knowledge of standard office equipment (Computers, copiers, adding machine and calculator).
- Ability to timely maintain accurate records.

Minimum Salary \$80,000+ depending upon experience.

Please send resume with cover letter by **February 4, 2022** to:

City of Bedford
Attn: Finance Director
165 Center Road
Bedford, OH 44146

The City of Bedford is an Equal Opportunity Employer

**Assistant Finance Director
City of Bedford, Ohio
POSITION**

NATURE OF WORK

This technical/professional position includes substantial government accounting professional work in the creation of monthly reports, annual reports, recording of revenues and reimbursements, 1099 reporting, bank reconciliation assistance, cash flow analysis, and recording of fixed assets for all City departments.

Work involves responsibility for the following:

Receipting all incoming revenues on a daily basis and transporting all monies to bank and is responsible for cash flow maintenance for investments.

Accounting for all property special assessments by parcel and type for collection process from residents or title companies upon transfer of properties.

Using Software Solutions Inc. (SSI) Virtual Intelligence Portfolio (VIP) software system for creation and maintaining fixed asset records, 1099 miscellaneous maintenance and reporting, bonded debt issuance accounting entries and reports, court reimbursement records and the posting of comprehensive annual financial report entries.

Backing up accounts payable and other positions in the City and the provision of general clerical, computer, and excel reporting support.

Assisting occasionally with resident support in the income tax department.

Assisting the Finance Director through labor negotiations.

Attending council meetings and council executive session meetings, as needed.

Responsibility for numerous duties of the Finance Director when he/she is not available.

Performing any job-related tasks or duties assigned by the Finance Director.

Tasks are performed in accordance with established procedures, policies, rules, and regulations under general supervision of the Finance Director who reviews work through observation, written verification and conferences for results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Assists with the Income Tax Department

Answer telephone; assist Finance Director and other employees, assists residents with municipal income tax preparation and questions.

Assistant Finance Director work:

Go through mail daily for incoming revenues, record all revenues daily in receipt books, transport monies to bank, record cash flow data weekly, record court reimbursement payments, record lockbox income for tax and water department in receipt book, create SSI reports at month end, utilization of excel spreadsheets for reporting on many areas, 1099 miscellaneous/NEC maintenance and reporting to IRS. Maintain records of city taxes, water, sewer receipts, building, SSI fixed asset system, and account for all county and state monies in journal entry ledgers for auditor confirmations. Maintain and update city finance records and document imaging system by electronic scanning. This position certifies financial records, including special assessments, with County Fiscal Office before titles transfer on properties. Prepare journal entries of city transactions on a daily basis. Assist auditors with records and information for reporting.

Data Entry and Utilization of Financial Programs:

Fixed Asset Program: collect all additions, deletions and transfers for all departments, then record them on fixed asset forms, then record the information from the forms on to the computer and print records. Prepares annual update with city appraisal company and city insurance company for updated insurable values on property.

Financial System: The purpose of this program is to record all assets, liabilities, revenues and expenditures. Various steps are necessary to complete all data entry including rolling over previous year data, posting reversing entries, prepare adjusting entries. Cash flow analysis and posting is performed weekly using all revenues and expenses; investment activity is recorded for investment analysis purposes.

Debt financial records:

The position requires the employee to enter current data and maintain the Master debt record files and the annual debt schedules for daily reference in a format that enhances comprehensive annual financial reporting. The position is required to account for all debt payments. This position requires the preparation of general obligation bond information as needed for bond rating agencies.

Assist Auditors:

This position assists auditors on an annual basis with researching information, gathering receipt books for the year, obtaining vouchers, obtaining cancelled checks, as requested. Prepares annual audit work papers (excel schedules) and statistics in preparation of annual report, The Comprehensive Annual Financial Report is prepared on a modified accrual and accrual system of accounting.

EDUCATION AND EXPERIENCE REQUIREMENTS OF POSITION

- A minimum Associate's degree in Accounting (Bachelor's degree and Government Accounting experience 1-3 years preferred).
- Familiar with preparation of comprehensive annual financial reports.
- Proficient with computers, Excel spreadsheets, and other Microsoft Office software products.
- Ability to learn assignments readily.
- Ability to maintain timely and accurate required records.
- Ability to maintain effective working relationships with other employees, supervisors, and the general public.
- Ability to use standard office equipment (Computers, copiers, and adding machine/ calculator).