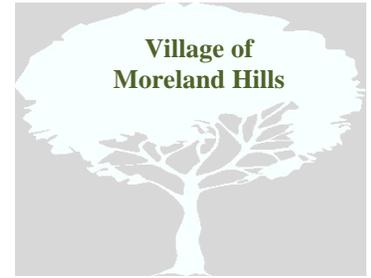


Village of Moreland Hills



4350 S.O.M. Center Road • Moreland Hills, Ohio 44022440

Phone: 440-248-1188 • Fax: 440-498-9588

E-mail: finance@morelandhills.com

Job Description

Position - Assistant to Treasurer - Full Time

Qualifications - Associates degree in accounting is desired with a minimum of three years AP/AR and office experience. Knowledge of Governmental/Fund accounting is preferred. Strong computer skills including proficiency with Excel and Word as well as ability to learn financial management software is required. Prior work experience in public sector is desirable.

Pay Range - Starting at \$25/hour or higher DOQ

Job Duties include but are not limited to:

Daily

- Process all purchase orders from requisitions received
- Maintain blanket purchase orders for departments
- Work with department heads to maintain accuracy in outstanding encumbrances and purchase order maintenance
- Process all invoices for payment to vendors/account payable
- Review all revenue pay-ins for account accuracy and post to revenue journal
- Record distribution of revenue/expense for ACH payments from RITA, Cuyahoga County Auditor, State Auditor, etc.
- Process new hire information to the appropriate pension board, State of Ohio and process paperwork for medical, dental, and life insurance registrations
- Maintain personnel files
- Maintain contract files
- Maintain petty cash
- Maintain credit cards
- Maintain record of investments
- Process credit applications
- Monitor Health Care billing for accuracy
- Maintain Utility Files, monitor when Utility contracts are ending
- Maintain Positive Pay
- Reconciliation of books with Bank
- Order supplies for Village Offices, obtain office supply quotes for campus
- Enter deposits in the bank as needed
- Maintain Worker's Compensation files

Weekly/Bi-weekly

- Oversee bi-weekly payroll
- Review Employee Benefits with Police Dept benefit record notify Chief/Lt. of discrepancies
- Report bi-weekly federal tax deposits to IRS for withdrawal from Village's Payroll account
- Report/pay deferred compensation payment.
- Post payroll entries

Monthly

- Track and distribute monthly interest income on sweep account and investments
- Reconciliation of Village's General Fund Account, Payroll Account, to Village's ledger at month end
- File monthly pension reports, employee and employer contributions to Ohio Police and Fire Pension and Ohio Public Employees Retirement System
- File Deferred Comp Payments
- File state and local taxes withheld from bi-weekly payroll on a monthly basis with the State of Ohio and RITA
- Reconcile 410 accounts to books, verify with Engineer for refunding old deposits
- Maintain Health Care spreadsheet for yearend W-2 file
- Report Reparation payments to the Treasurer of State

Quarterly

- File necessary quarterly reports regarding payroll, i.e. Federal Tax 941, OBES

Annual

- Assist State and Treasurer in preparation of OCBOA statements required at year-end filing with Auditor of State
- Assist Treasurer with annual financial audits
- File necessary year-end reports regarding payroll, i.e. Federal Tax 941, OBES, State of Ohio IT941, State of Ohio IT3, RITA Form 17
- Prepare vendor 1099s and file with IRS at year-end
- Verify employee W-2s and file W-2s and W-3 transmittal with IRS at year-end

Other Duties:

- Assist Service Dept with recording residents in need of special pick-ups, yard waste collection, freon removal, and other services
- Perform any and all duties as requested by the Mayor and Treasurer
- Assist employees with issues pertaining to the health care plan provided by the Village.

Please email resumes to finance@morelandhills.com or mail to:

**Treasurer's Office
Village of Moreland Hills
4350 SOM Center Road
Moreland Hills, OH 44022**