



City of South Lebanon
10 North High Street
South Lebanon, Ohio 45065
(513) 770-4872
www.southlebanonohio.org

Job Posting - Finance Specialist

Salary:	\$23.51 - \$32.91 Hourly	Department:	Finance
Status:	Full-Time	Work Hours:	M - F 8:00 a.m. – 4:30 p.m.
Classification:	Unclassified	FSLA Status:	Non-exempt
Opening Date:	11/26/2024	Closing Date:	1/3/2025 4:30 p.m

The City of South Lebanon’s Finance Department is seeking candidates for the full-time position of Finance Specialist. The successful candidate must be an enthusiastic, detail-oriented, mature and dependable individual, with excellent organizational and analytical skills.

Responsibilities (Not all inclusive):

Under the administrative direction of the Director of Finance, the Finance Specialist position is responsible for a variety of accounting functions within the Finance Department including accounts payable, accounts receivable, payroll, budgetary compliance, and financial reporting.

- Processes accounts payable transactions including purchase orders and vendor payments.
- Reconciles all cash and payroll account activity and balances with bank statements monthly.
- Prepares monthly financial reports for management and City Council.
- Processes daily cash receipts and prepares bank deposits.
- Assists with the administration of payroll procedures including processing payroll for city employees.
- Assists with entering and maintaining employee payroll data in the financial system, including new hires, terminations, pay rate changes, and deductions.
- Processes withholding payments for taxes and employee benefits.
- Files required State and Federal payroll reports; prepares year-end W-2s and 1099 forms.
- Advises management on fiscal and budgetary matters; provides accurate financial information on a timely basis through verbal communication or written documentation.
- Assists with the preparation and/or presentation of documentation for the city’s annual audit.

Qualifications: High school diploma or equivalent required. An associate or bachelor's degree from an accredited college or university in accounting, finance, or a related field preferred; two (2) or more years of related experience and/or training in accounts payable and/or payroll; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Benefits:

- Competitive medical, dental, vision and life insurance benefits on the first of the month following the date of hire.
- Member of the Ohio Public Employees Retirement System (OPERS)
- Holidays: 12 observed holidays
- Sick Days: 120 hours annually accrued bi-weekly
- Vacation based on years of service: 80 hours per year for years 1 to 6; 120 hours per year for years 7 to 14; 160 hours per year for years 15-19 years; 200 hours per year for over 20 years of service
- Personal Leave: 8 hours per year

The complete job description and application can be found on the City of South Lebanon's website at: <https://southlebanonohio.org/employment-opportunities/>

Hiring process:

Qualified individuals interested in this position should submit an application and resume to the City of South Lebanon, Finance Department, 10 North Main Street, South Lebanon, Ohio, 45065, or by email at finance@southlebanonohio.org.

Application deadline is January 3, 2025, or until the position is filled.

Candidates receiving a conditional job offer must pass a background and a drug screen.

Questions: Questions should be directed to Tina Williams, Director of Finance at (513) 494-2296 or by email at twilliams@southlebanonohio.org.

The City of South Lebanon is an Equal Opportunity Employer