

**Village of Moreland Hills
Job Posting**

Position Title: Assistant to Treasurer

Posting Date: December 31, 2025

Department: Treasurer's Office

Reports to: Treasurer

Pay Rate: Starting rate \$30/hour - DOQ

Job Summary: Village of Moreland Hills is currently accepting applications for a Full-Time Assistant to Treasurer. This position reports to the Treasurer and performs various duties related to Village finances. Please see job description for a detailed list of tasks and functions.

This is a highly responsible position requiring a self-motivated, detail-oriented person with good analytical and problem-solving abilities. The individual should have strong organizational skills as well as the ability to work independently and follow detailed directions.

Job Requirements: Associates degree in accounting is desired with a minimum of three years accounts payable, accounts receivables and office experience as well as the ability to work in a team environment and interact well with the public. Knowledge of Government/Fund Accounting is preferred. Strong computer skills required, including proficiency with Microsoft Excel and Word, as well as the ability to learn financial management software. Prior work experience in public sector or government is desirable.

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

Treasurer's Office

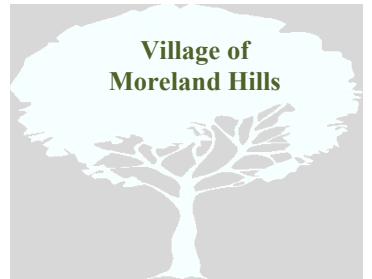
**Village of Moreland Hills
4350 SOM Center Road
Moreland Hills, OH 44022**

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 \$30/hour - DOQ

Job Duties include but are not limited to:

Daily

- Process all purchase orders from requisitions received and maintain blanket purchase orders
- 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 credit cards
- Maintain record of investments
- Monitor Employee Health Care billing for accuracy
- Maintain Utility Files, monitor when Utility contracts are ending
- Maintain Positive Pay and daily bank reconciliation
- 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