

VILLAGE OF OAKWOOD  
JOB DESCRIPTION

The Village of Oakwood is seeking to fill a Full-time Finance Clerk position. Please see the following job description. Candidates must be willing to work in a team-oriented environment and manage multiple tasks and projects. This position requires an Associate's degree in accounting or related field with two (2) years of experience (preferably in a governmental accounting environment), along with training involving customer service, billing, accounts payables and general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. The salary for this position is \$14.00 to \$16.00.

Submit a resume and application to:

Attn: Brian Thompson, Finance Director  
Village of Oakwood  
24800 Broadway Ave  
Oakwood Village, OH 44146

Or submit to [bthompson@oakwoodvillageoh.com](mailto:bthompson@oakwoodvillageoh.com)

VILLAGE OF OAKWOOD  
JOB DESCRIPTION

**POSITION TITLE:** Accounting Clerk

**DEPARTMENT:** Finance

**EMPLOYMENT STATUS:** Full-Time

**POSITION SUMMARY**

This position performs intermediate bookkeeping/accounting functions involving cash, investments, pension trusts, accounts payable, payroll, inventory and related tasks within clearly defined limits and established procedures. This position requires accuracy and efficiency and the ability to understand financial information in order to prepare schedules for various projects, financial reports and budgets. Work is reviewed by the Finance Director.

**REPORTING RELATIONSHIPS**

**Position Reports to:** Finance Director

**Positions Supervised:** None

**DUTIES AND RESPONSIBILITIES**

- Accurately and efficiently processes all documentation pertaining to accounts payable, accounts receivable, purchase orders and payroll.
- Reviews invoices, payment requests and payroll worksheets for accuracy, completeness and proper authorizations; maintains accounts payable files and W-9 files; process and/or print accounts payable checks and ACH files.
- Researches and resolves discrepancies and other outstanding items found during processing.
- Assists in the preparation of schedules and generates reports related to various finance projects requiring data from the A/P, Payroll system or from other current files or programs the employee works with.
- Prepares and posts journal entries after supervisor's review and approval.
- Communicates with supervisor, employees, departments, vendors, customers, the public, outside agencies and other individuals as needed to coordinate work activities, review status of work, exchange information or resolve problems.
- Provides back-up coverage for cashier, administrative staff or other positions as needed.
- Prepares correspondence, reports, records and other office documents.
- Performs routine clerical and administrative work and answers in-coming calls.

**ADDITIONAL DUTIES**

- Provides assistance to other employees or departments as needed or directed by the senior accountant- supervisor or finance director.
- Performs other duties and assume other responsibilities as required.

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**QUALIFICATION AND EXPERIENCE**

**Education and Experience**

- Requires an Associate's degree in accounting or related field with two (2) years of experience (preferably in a governmental accounting environment), along with training involving customer service, billing, accounts payables and general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

**Necessary Knowledge Skills and Abilities**

- Sound knowledge of accounting principles
- Experienced and competent using Microsoft Office (i.e. Excel, Word, etc.)
- Ability to establish and maintain effective working relationships with members of the community and the general public, department heads and employees
- Ability to communicate effectively verbally and in writing and compose effective and accurate correspondence

**WORK ENVIRONMENT**

- Works in an office but may be required to assist with activities in an outdoor environment
- Occasional need to lift, carry, push and/or pull objects weighing up to 25 pounds
- Performs tasks involving extended periods of time at a keyboard or work station.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change. Requirements are representative of minimum levels of knowledge, skills, or abilities.

# Application for Employment PRE-EMPLOYMENT QUESTIONNAIRE EQUAL OPPORTUNITY EMPLOYER

**Personal Information** \_\_\_\_\_ DATE \_\_\_\_\_

NAME (LAST NAME FIRST)		SOCIAL SECURITY NO.	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

**Employment Desired** \_\_\_\_\_

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

**Education History** \_\_\_\_\_

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

**General Information** \_\_\_\_\_

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

**Former Employers** (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST) \_\_\_\_\_

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**References** (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

**Authorization**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**Do Not Write Below This Line**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
INTERVIEWED BY

**Remarks**

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

\_\_\_\_\_  
EMPLOYMENT MANAGER

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
GENERAL MANAGER