



Job Description – Accounting Assistant

Job Summary

Serves as Accounting Assistant to the Village Finance Director, responsible for accounts payable, payroll and other accounting functions, performs reception and office duties for the Village Administrator, and provides support to other Departments, performing a wide variety of accounting, administrative, legal compliance, clerical and secretarial duties and specific project tasks related to the day-to-day operations of the Village of Ottawa Hills.

Core Values

The Village of Ottawa Hills has established the following as its core values, which all employees are expected to embrace and adhere to:

- Integrity
- Respect
- Positive Communication
- Teamwork
- Accountability
- Positive Attitude
- Dedication to Service

Essential Functions

- Serves as Accounting Assistant to the Finance Director to ensure that bi-weekly payroll, accounts payable, receipting, and other accounting functions including month end and year end procedures and reports, ensuring tasks are completed within established time frames, in compliance with applicable laws, policies and regulations.
- Performs receptionist tasks for the Village, including answering the phone, addressing the needs of the residents and general public, accurately recording messages and responding appropriately to requests and concerns both on the phone and in person.
- Performs human resource functions
- Coordinates with the Village Administrator to assist with meeting preparation, communication with elected officials, contracts and the community.
- Maintains organized filing system to help ensure ready availability of Village files and records and to facilitate successful audits.

General Functions and Other Duties

- Prepares bi-weekly payroll, including reporting and yearend payroll functions
- Manages accounts payable and receipting

- Supply inventory and ordering
- Completes accounting functions including journal entries, monthly and yearly reporting, annual special assessment process
- Performs clerical tasks (i.e., copying, filing, data entry, invoicing, receipting, ordering etc.) for the Village the Village Administrator and other departments as assigned.
- Answering phones and walk-in traffic, directing citizen concerns to the appropriate department.
- Provide administrative and clerical support to the Director of Village Life.
- Assists with human resource functions as assigned.
- Performs all other tasks as assigned by the Finance Director and Village Administrator to ensure accurate and prompt completion of tasks.

Core Competencies

- Dealing with Ambiguity: Effectively deals with change, shifts gears comfortably, isn't upset when responsible for, or participating in, multiple investigations which are in progress and at various stages, acts without perfect or complete information, doesn't have to finish one task before starting another, comfortably handles risk, uncertainty, and unknown facts.
- Service-Oriented: Is dedicated to meeting the expectations and requirements of Village personnel, residents, and members of the public, gets first-hand information and uses it for improvements in the timely and efficient delivery of services to Village residents, acts with Village residents in mind, establishes and maintains effective relationships with residents and members of the public and gains their trust and respect.
- Organizational Agility: Knows how organizations work, accomplishes assignments/tasks both through formal channels and informal network, understands the origin and reasoning behind key policies, practices and procedures, understands the culture of different organizations.
- Political Savvy: Maneuvers through complex, political situations effectively and quietly, is sensitive to how people and organizations function, anticipates where the stumbling blocks are and plans his/her approach accordingly, views politics as a necessary part of working for a political subdivision and works to adjust to that reality.
- Written Communication: Writes clearly, succinctly, and effectively in a variety of communication settings and styles; communicates message to achieve intended result.
- Organizing: Marshals resources (people, funding, material, support) to get things accomplished, orchestrates multiple activities at once to accomplish a goal, uses resources effectively and efficiently, arranges information and files in a useful manner.
- Interpersonal Savvy: Relates well to all kinds of people – inside and outside of the Village, builds appropriate rapport, builds constructive and effective relationships, uses diplomacy and tact, diffuses even high-tension situations comfortably, shows compassion toward others.
- Planning: Accurately discerns the length and difficulty of tasks and projects, sets appropriate objectives and goals, breaks down work into the process steps, develops schedules and task/people assignments, anticipates and adjusts for problems and roadblocks, measures performance against goals, evaluates results.
- Composure: Is cool under pressure, does not become defensive or irritated when times are tough, is considered mature, holds things together during tough times, handles stress, is not knocked off balance by the unexpected, does not show frustration when resisted or blocked, is a settling influence in a crisis.
- Goal-Oriented: Possesses initiative and tenacity to actively influence events rather than passively accepting events as they occur; is a self-starter, works independently and with others to complete necessary/assigned tasks, steadfastly pushes him/herself and others to achieve the desired results in a timely and efficient manner.

- Presentation Skills: Is effective in a variety of formal presentation settings, including court testimony, one-on-one, small and large groups, with peers, direct reports, and bosses, is effective both inside and outside the Village on both controversial and routine topics, commands attention and manages group process during the presentation, changes tactics midstream when something is not working.
- Priority Setting: Spends his/her time and the time of others on what is important and time sensitive, quickly focuses on what is critical and gives appropriate weight and priority to matters that are of lesser importance or trivial, quickly senses what will help or hinder accomplishing a goal, eliminates roadblocks.
- Ethical Conduct: Conducts him/herself in an ethical and legal manner both on and off the job.

Supervisory Responsibilities

May supervise other administrative support positions in the preparation of special projects when assigned by the Village Administrator or Finance Director.

Required Qualifications

To perform this job successfully, an individual must be able to perform each essential duty, general duty, and core competency satisfactorily. The requirements listed below are representative of the additional requirements for the position:

- **EDUCATION, TRAINING and/or EXPERIENCE**: Associate's degree (AA) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.
- **CERTIFICATES, LICENSE, REGISTRATIONS**: A valid Ohio state driver's license or ability to obtain one within three months. Must be bondable and be, and remain, insurable by the Village's insurance carriers, without penalty or surcharges, as to all relevant insurance types, including, but not limited to automobile insurance.
- **REQUIRED KNOWLEDGE, SKILLS AND ABILITY**:
 - **LANGUAGE SKILLS**: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
 - **MATHEMATICAL SKILLS**: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
 - **REASONING ABILITY**: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **TOOLS AND EQUIPMENT USED**: Personal computer, including word processing, spreadsheet, presentation and data base software; calculator, phone; copy machine; fax machine; and other office equipment.
- **PHYSICAL DEMANDS**: While performing the duties of this job, the employee is frequently required to walk, stand, sit, see, talk and hear, use hands and fingers to handle or feel objects, tools or controls and to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Must be able to hear to perceive information at least at normal spoken word levels. Must be able to see to perceive general surroundings and activities. Specific vision abilities required for this job include depth perception, close and distance vision (which may be achieved through glasses, lenses, etc.), and the ability to adjust focus. Must be able to speak to communicate and exchange ideas by means of the

spoken word, to provide direction, orders, and important information to others at normal spoken word levels. Must be able to lift and/or move objects as necessary in the course of daily work.

- **ATTENDANCE REQUIREMENTS:** The normal hours for this position are 9:00 a.m. to 5:00 p.m., Monday through Friday, and the normal work week is 40 hours. Overtime hours on nights and weekends may be required to complete time-sensitive tasks. Attendance is an essential function of this position.
- **WORK ENVIRONMENT:** The employee will normally work in a quiet, climate-controlled office environment.

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Position Type

This is a full-time, hourly position which is not exempt from the overtime requirements of the FLSA.

Modification of Job Description

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

The signature below signifies that I have reviewed and understand the contents of this job description.

Employee Signature

Employee Printed Name

Date