



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, 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

General Functions and Other Duties

- Prepares bi-weekly payroll, including reporting and assists with year-end payroll functions
- Manages accounts payable, receipting and journal entries
- Supply inventory and ordering
- Performs clerical tasks (i.e., copying, filing, data entry, invoicing, receipting, ordering etc.)
- 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 navigates change and shifting priorities, remaining flexible and composed while managing multiple tasks or investigations at varying stages of completion. Demonstrates sound judgment and decisiveness even when information is incomplete, does not require linear task completion, and is comfortable operating amid risk, uncertainty, and evolving circumstances.
- **Composure**: Maintains a calm, steady demeanor under pressure and during challenging situations.
- **Goal-Oriented**: Displays strong initiative and perseverance, actively influencing outcomes rather than reacting passively. Functions effectively as a self-starter while also collaborating well with others to complete assigned and emergent tasks
- **Interpersonal Savvy**: Builds positive, respectful relationships with a wide range of individuals both within the Village and the broader community.
- **Organizational**: Effectively completes assignments and understands and navigates differing organizational cultures to achieve effective outcomes. Manages multiple activities simultaneously, prioritizing tasks to ensure efficient and timely completion.
- **Planning**: Accurately assesses the scope, complexity, and duration of tasks and projects. Establishes clear objectives and measurable goals, breaks work into logical steps, and develops realistic schedules and personnel assignments. Anticipates potential challenges and adjusts plans accordingly. Measures performance against established goals and evaluates outcomes to support continuous improvement.
- **Political Savvy**: Effectively and discreetly navigates complex political environments. Recognizes the realities of working within a political subdivision and operates thoughtfully and professionally within that framework.
- **Service-Oriented**: Demonstrates a strong commitment to serving Village personnel, residents, and the public. Seeks first-hand information to inform decisions and improve the timely, efficient delivery of services. Acts consistently with the best interests of Village residents in mind, building and maintaining positive relationships that foster trust, confidence, and respect.
- **Written Communication**: Produces clear, concise, and effective written communications across a variety of formats and audiences. Structures messaging to ensure understanding and achieve the intended outcome.
- **Ethical Conduct**: Consistently conducts him/herself with integrity, professionalism, and accountability, adhering to all ethical and legal standards both on and off duty.

Required Qualifications

To perform this job successfully, an individual must be able to perform general functions and duties, and core competencies 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 driver's license.
- **REQUIRED KNOWLEDGE, SKILLS AND ABILITY**:
 - **LANGUAGE SKILLS**: Ability to read, analyze, and interpret data. Ability to present information and respond to questions from management 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.

- **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:** The employee must occasionally lift and/or move up to 25 pounds.
- **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. Attendance is an essential function of this position.
- **WORK ENVIRONMENT:** The position is primarily based in a quiet office setting.

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