



Washington Township

Finance Specialist

Position Description

Administration Information	
Position Title: Finance Specialist	Date Created / Approved: August 11, 2014 / February 9, 2016
FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non- Exempt	Employment Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
Position Purpose	
<p>The Finance Specialist performs payroll accounting and administrative duties by ensuring the accurate processing of payroll, payroll deductions, tax and benefit withholdings, accounts payable and pension for Township employees as well auditing and reconciling financial accounts, fund balances, financial statements and maintaining financial records and documents in compliances with Township policies and procedures, city, state and federal laws.</p>	
Essential Functions	
<p>1. Payroll</p> <ul style="list-style-type: none"> 1.1 Accurately processes bi-weekly and monthly payroll for all Township employees; 1.2 Reviews, analyzes and checks payroll forms and reports for accuracy and makes necessary adjustments or corrections; 1.3 Sets up and reconciles voluntary payroll deductions, prepares reports, identifies and researches exceptions and remits payment to vendors; 1.4 Maintains and responds to all court orders and court ordered disbursements; 1.5 Complies with all payroll tax requirements, including local, state, and federal regulations and filing local, state and federal payroll tax returns; 1.6 Processes and files W-2 and 1099M tax wage statements; 1.7 Works with tax agencies to resolve any outstanding issues; 1.8 Researches and responds to payroll inquiries from employees; 1.9 Takes appropriate action to resolve identified issues; 1.10 Develops and maintains OPFP & OPERS reporting, filings, certifications and compliance; 1.11 Works Closely with Human Resources on new hires, employee compensation and benefits; 1.12 Establishes and maintains payroll files and updates employee profiles and payroll accordingly' <p>2. Financial</p> <ul style="list-style-type: none"> 2.1 Helps establish policies and procedures to ensure the proper recording and monitoring of financial transactions in compliance with the township, city, state, and federal reporting requirements; 2.2 Monitors the status of revenue and expenditure accounts against adopted budget; 2.3 Projects and analyzes trends and advises Township Administrator, Department Directors and Fiscal Officer regarding same; 2.4 Assists in the preparation of and distribution of monthly, quarterly, and annual financial status reports. 2.5 Develops financial forecasting for the budgetary process; 2.6 Acts as the Department's liaison to outside agencies, mainly the auditors; 2.7 Reconciles bank account statements monthly; 2.8 Reviews accounts payables, processes purchase orders and encumbrances; 2.9 Calculates, generates and processes monthly financial payments and reports according to pension regulations; 2.10 Prepares and processes online payments and accurately captures in the Township's financial software package; 2.11 Processes and enters new hire paperwork and employee status change forms into financial software system; 2.12 Assists with budgeting process by reviewing budget data entries and accounts; 2.13 Assists with State of Ohio audits; 2.14 Prepares spreadsheets, charts and graphs; 	



Washington Township

Finance Specialist

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- 2.15 Able to back up various tasks and responsibilities of Accounting Clerk position;
- 2.16 Prepares accounting entries to general ledger, analyzes general ledger, balance and verify general ledger accounts daily and reconciles as needed.

3. Other

- 3.1 Demonstrates sound professional work ethics in alignment with Township's core values;
- 3.2 Enrolls eligible employees in pension plans;
- 3.3 Maintains confidentiality and ensures proper handling of confidential information;
- 3.4 Maintains logs of Resolutions, Annexations, projects, contracts, tuition reimbursement and training;
- 3.5 Maintains Township Record Retention policy and procedure and ensures compliance;
- 3.6 Participates in Township committees and meetings;
- 3.7 Performs other duties as assigned.

Minimum Qualifications / Requirements

1. Education

- 1.1 High school diploma, GED or equivalent required;
- 1.2 Associate's Degree or combination of experience and high school diploma / GED;
- 1.3 Bachelor's Degree in Accounting, Finance, Business Administration or other related degree preferred.

2. Experience

- 2.1 Three (3) years previous payroll processing experience required;
- 2.2 Three (3) years previous accounting, finance or business experience required;
- 2.3 Five (5) years previous accounting, finance, or business experience preferred.

Professional Licensing Requirements

- Valid Ohio driver's license with good driving record.

Supervision

The Finance Specialist reports to the Fiscal and does not have direct reports. This position will be evaluated at least annually by the Fiscal Officer.

Knowledge, Skills and Abilities (KSAs)

1. Knowledge

- 1.1 Knowledge of accounting and payroll practices, principles, procedures, regulations, and techniques;
- 1.2 Knowledge of fiscal management, including budget preparation, expenditure control, and record keeping;
- 1.3 Knowledge of applicable accounting systems, budgetary processes, and auditing / reporting procedures;
- 1.4 Knowledge of current and proposed legislation and laws of the local, state, and federal governments affecting payroll, accounting or auditing areas;
- 1.5 Knowledge of Accounts Payable and general accounting practices and principles;
- 1.6 Knowledge of basic math and mathematical principles;
- 1.7 Knowledge of customer service techniques, practices, and principles;
- 1.8 Knowledge of the principles and procedures of record keeping and filing;
- 1.9 Knowledge of the English language, spelling, grammar and punctuation;
- 1.10 Knowledge of business letter writing and report preparation;
- 1.11 Knowledge of office procedures, methods, and equipment including computers;
- 1.12 Knowledge of computer applications such as word processing, spreadsheet, and database applications as well as financial and statistical software;
- 1.13 Knowledge of pertinent federal, state, and local laws, codes, and regulations.

2 Skills

- 2.1 Skilled at interpersonal and human relations;



Washington Township

Finance Specialist

Position Description

- 2.2 Analytical and problem solving skills;
- 2.3 Skilled at written and verbal communication.

3 Abilities

- 3.1 Ability to communicate clearly and effectively with coworkers and various levels of employees;
- 3.2 Ability to plan and organize;
- 3.3 Ability to perform mathematical calculations;
- 3.4 Ability to apply accounting principles and procedures to work assignments;
- 3.5 Ability to maintain confidentiality with sensitive information and issues;
- 3.6 Ability to work cooperatively with diverse groups;
- 3.7 Ability to read and comprehend instructions, correspondence and memorandums;
- 3.8 Ability to establish and maintain effective working relationships with other employees, the public, and ability to provide professional, friendly and hospitable service;
- 3.9 Ability to use computer software such as Microsoft Office, Word, Excel, and Power Point, timekeeping and payroll;
- 3.10 Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations;
- 3.11 Ability to work independently with little direction;
- 3.12 Physical ability to perform the essential job functions.

Working Conditions

The Finance Specialist's duties are primarily performed in an office environment that is normally temperature controlled with appropriate lighting. The employee may be exposed to some standard office environment hazardous materials detailed in the applicable material safety data sheets and to normal office-level room noise. Some travel to meetings, conferences, and training is required.

Physical Requirements

The Finance Specialist must be able to sit and utilize a computer for up to six hours; routinely carry supplies and/or files weighing up to 25 pounds for a distance of up to 100 feet; be able to remain focused on a standard computer monitor for long periods of time; be able to endure large levels of stress brought on by an office environment with deadlines, multi-tasks, and the potential for irate and difficult customers, and; be able to hear the telephone and talk on the phone at a normal conversational level.