

## **CLINTON TOWNSHIP, FRANKLIN CO. OHIO**

**JOB DESCRIPTION:** Assistant Fiscal Officer, Part-Time  
**SALARY RANGE:** Determined based on experience  
**JOB SUMMARY:** Provide administrative support to the Fiscal Officer

**SUPERVISOR(S):** Fiscal Officer

### **General Purpose:**

Accurately performs day to day accounting functions and duties of the Fiscal Officer in accordance with established guidelines and practices as assigned by, and at the direction of, the Township Fiscal Officer. Maintain Township's filing system including records retention schedule and coordinating the destruction of records. Remain current with payroll procedures and ability to fill in when necessary. Employee must be able to perform general administrative and clerical work.

### **Job Responsibilities:**

#### **Accounts Payable and Receivable:**

- Distribute copies of completed purchase order to respective departments
- Maintain vendor files
- Receive and verify invoices to ensure correct amount is paid, correct appropriation codes, no duplication, due dates are met.
- Input invoice data into accounting system and issue checks for signature
- Prepare and mail vendor payments
- Maintain updated list of vendors on accounting system
- Remain current with software updates and training
- Initiate Positive Pay report
- Input receipts into UAN system
- Make bank deposits

#### **Records Retention**

- Maintain and update record retention schedule according to guidelines and mandates
- Scan and index documents into retention software

- Coordinate record destruction and storage
- Acts as Secretary for the Records Commission
- Performs Public Records requests, redacting files when needed

### **Payroll**

- Review time sheets for accuracy and supervisor's approval
- Ensures documentation is consistent with labor contract agreements
- Enter payroll data into computer payroll system
- Issue vouchers of earnings and deductions
- Process payroll by established deadlines and labor agreements
- Transmit EFT payroll by required due dates
- Assist in the maintenance of employee leave records
- Update employee payroll records and deductions
- Investigate and correct payroll discrepancies and errors
- Reconcile employee deductions and submit required reports
- Process payroll taxes and other deductions
- Maintain employee confidence and protects payroll operations by keeping information confidential
- Remain current with software updates and training

### **Administrative Duties and Support**

- Assist Fiscal Officer with reports, minutes, and spreadsheets
- Responsible for filing and maintaining the filing system
- Other Administrative duties as assigned by the Fiscal Officer

### **Education**

Minimum of a High School education or GED equivalent

Knowledge of accounts payable/receivable and payroll functions through education or experience

Standard knowledge of office principles, procedures, equipment, and technology

### **Preferred Experience**

3 or more years working in Government Accounting

**Other Requirements**

Valid Ohio driver's license

Proof of citizenship and/or eligibility to legally work in the United States

Maintain a professional appearance and attire

Must pass pre-employment background and credit checks

Must pass drug and alcohol screenings

Must be bondable

Notary public license, desired

Knowledge of UAN accounting system, desired

Other training, if hired – CPIM (investments), Ethics, Public Records, ACH (banking)

**Skills and Qualifications**

Effective Communication Skills – verbal and written

Customer Service, problem solving and conflict resolution skills

Understand and follow oral and written instructions

Detail Oriented

Confidentiality

Data Entry Skills – collection, analysis, and management

Work as a team member to promote a positive work environment

Ability to work independently

Ethical Conduct

Organize and prioritize work assignments

Proficient in word processing, spreadsheets, and database software

### **Physical Requirements and Work Environment**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job

Environment – Work is performed primarily in a standard office setting with interaction with the general public and Township employees. May be required on occasions to work extended hours and attend multi-day trainings.

Physical – Work involves sedentary to light work in an office setting. While performing the duties of this job, the employee is regularly required to sit for prolonged periods; required to stand, walk, or reach with hands and arms; use hands to finger or handle; occasionally stoop, bend, kneel, crouch, reach and twist; lift, carry, push and/or pull light to moderate amounts of weight; and operate office equipment requiring repetitive hand movement. Hear in the normal audio range with or without correction. See in the normal visual range with or without correction. The noise level in this environment is usually quiet with occasional increase in noise levels due to equipment/vehicles. Must participate in and adhere to the Township's Drug Free Workplace Hiring policies.

Interested applicants should send a Resume and Cover letter to

[fiscalofficer@clintontownship.org](mailto:fiscalofficer@clintontownship.org)

or via mail

ATTN: Fiscal Officer  
3820 Cleveland Ave.  
Columbus, Ohio 43224

Application deadline is May 31<sup>st</sup> 2022 at 4:00pm

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

*Clinton Township is a Drug Free Workplace.*

*The duties listed above are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position.*

*Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions and will be determined on a case by case basis.*