

Deerfield Township Job Description

Position Title: Senior Finance Associate

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| Department: | Finance |
| Reports to: | Finance Director |
| Classification: | Non-Exempt |
| Pay: | \$67,728-\$92,680 |
| Probation: | 180 Days |
| Work Hours: | Full Time |

JOB RESPONSIBILITIES:

The Senior Finance Associate will assist with financial activities according to the rules of the Ohio Revised Code and assist with a variety of financial management matters, including payroll, fixed assets, procurement, and the Storm Water District. The position will also serve as backup to the Finance Director.

QUALIFICATIONS:

- Bachelor's degree in Accounting from a regionally accredited college or university with two years of applicable experience
- Strong communication skills, both written and oral
- Excellent customer service skills
- Strong attention to detail
- Strong analytic abilities
- Ability to work independently and prioritize tasks
- Works well under pressure and in a fast-paced environment
- Strong time management and organizational skills
- Ownership and pride in work product
- Proficient in Microsoft Office

ESSENTIAL FUNCTIONS:

- Responsible for Deerfield Regional Storm Water District accounting process
- Completes Deerfield Regional Storm Water District monthly financial reports
- Month-end bank reconciliation
- Reviewing expenses incurred
- Researching and evaluating prospective suppliers.
- Maintaining and updating supplier information
- Maintains the Township's fixed asset system
- Record fixed asset acquisitions and dispositions in the accounting system
- Conduct periodic physical counts of fixed assets

- Data entry into the financial management system (purchase order requisitions, invoice amounts, vendor information, project information, etc.)
- Handle all accounts payable processing, will serve as backup
- Research invoices when necessary
- Bi-weekly payroll (processing and reporting associated with payroll and withholding functions) will serve as backup
- Other duties as assigned

PHYSICAL MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

ADDITIONAL REQUIREMENTS:

Possession and retention of a valid driver's license issued by the State of Ohio within three months of hire. Pre/post-employment tests and examinations, including, but not limited to physical examination, drug testing, psychological evaluation, extensive background checks, and other related components which, are based on the specific sensory and/or physical demands of the position. Successful completion of all exams, tests, and checks is a condition of continued employment. Must possess or be able to obtain and retain CPR and First Aid certifications.

The duties listed above 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.

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 requirements of the job change.