

CITY OF ASHTABULA
AVAILABLE POSITIONS
FULL-TIME FINANCE CLERK/INCOME TAX, GRADE 3
AND A FULL TIME ACCOUNTING ASSISTANT

The City of Ashtabula is seeking applications for a Full-Time Finance Clerk, Grade 3 and a Full-Time Accounting Assistant in the Ashtabula City Finance/Income Tax Department.

Interested persons may apply for the full-time positions by filing a written application with Ohio Means Jobs located at 2247 Lake Avenue, Ashtabula, OH 44004 until filled. All applicants must have a valid driver's license, pass a drug screen, and a background check. A copy of the job description is available upon request of application at Ohio Means Jobs.

The City of Ashtabula is an Equal Opportunity Employer.

Marie Yvrose Augustin
Ashtabula City Finance Director

Publish: June 14, 2024 and June 19, 2024

Please send billing and proof of publication to:

City of Ashtabula
c/o Finance Director
4250 Lake Avenue
Ashtabula, OH 44004

Position Title: Finance Clerk Grade 3

Department: Finance

Regular Hours: 8:00 - 4:30, Monday through Friday

Rate of Pay: 17.55 to 19.66 (less 1.00 per hour if less than 120 days of service).

Department Supervisor: Finance Director

Minimum Requirements:

- High School diploma or equivalent
- Must have 2 years post secondary education or related work experience of three (3) years in a municipal finance office
- Ability to operate a computer including use of email, copier, fax machine, adding machine, phone system including use of voicemail, and other standard office equipment

General Statement of Duties: Assists with the day-to-day operation of the finance department; carries out responsibilities in some or all of the following functional areas: Sewer Billing, Accounts payable/receivable, Banking, Cash Handling, Customer Service, Data & File Management, Income Tax, Payroll and Purchasing.

Major Areas of Responsibility: Not Exhaustive

- Cash Handling
- Data Entry, Processing & Retrieval
- Department Support
- Document Maintenance
- Purchasing

Primary Objectives:

- Finance and accounting support for the department of the Finance Director
- Maintain confidentiality standards
- Implement best practices in the functional areas of public finance
- Enhance internal controls, separation of duties, productivity, quality, and customer-service standards
- Timely completion of departmental duties

Examples of Duties and Responsibilities

Cash Handling

- Create deposits
- Review and verify other department deposits

Data Entry, Processing and Retrieval

- Utilize department software in support of sewer billing, payroll, accounts payable/receivable and income tax functions
- Print, review and distribute department reports
- Bookkeeping

Customer Service /Department Support

- Answer phones and customer window
- Accept payments
- Maintain department supplies & inventory – From requisition through request for vendor payment
- General correspondence
- Provide department support for payroll, accounts payable and treasury management

Income Tax Support

- Customer service
- Processing returns
- Account management, documentation and reporting

Purchasing

- Create requisitions for the department
- Maintain Purchase order files

Required Knowledge, Skills, and Abilities

The individual should be self motivated, discerning and adaptable with the ability to access need, plan programs and execute plans without an excessive amount of supervision.

Job Requirements

These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Local income tax collection or utility experience is preferred
- Experience in a municipal finance environment
- Experience with accounting software and Microsoft Office products
- Knowledge of municipal utility billing
- Knowledge of government funds and purchasing methods
- Excellent written and verbal communication skills

Physical Demands

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

Work Environment

General office environment; work is generally sedentary in nature, but may require standing and walking for up to 10% of the time. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

Personnel within the Finance Director's offices have access to confidential and sensitive documents and are expected maintain the highest confidentiality standards.

Conclusion

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

City of Ashtabula Job Description

Position Title: Accounting Assistant **Department:** Finance

Hours: 8:00 a.m. – 4:30 p.m.; Monday through Friday

Rate of Pay: 22.23 – 24.90 per hour.

Department Supervisor: Finance Director

Minimum Requirements:

- Associate Degree in accounting or equivalent
- 3 years experience in municipal finance and/or fund accounting
- An equivalent amount of experience and education

General Statement of Duties: Assists with the day-to-day operations of the finance department; carries out responsibilities in some or all the following functional areas: Billing, Accounts Receivable, Accounts Payable, Cash Handling, Payroll Processing and Department Support, Collections, Customer Service, Purchasing, Banking, Accounting and Data Entry and Retrieval.

Major Areas of Responsibility: Not Exhaustive

- Account Maintenance
- Billing
- Purchasing
- Payroll Processing and Support
- Cash Handling
- Customer Service
- Department Support

Primary Objectives

- Enhance and promote the integrity of the functions of the finance department
- Contribute to the safeguarding of the public funds
- Maintain the integrity of the finance and accounting software
- Implement best practices in the functional areas of public finance
- Implement internal controls, separation of duties, productivity, quality, and customer-service standards
- Timely completion of departmental duties

Specific Responsibilities of the Job

Billing

- Process bills
- Billing point of contact
- Maintain the integrity of billing software
- Annual Assessments

Data Entry/Account Maintenance/Payroll Processing and Support

- Enter function specific information into finance and accounting software
- Maintain documentation for data entry functions of the finance and accounting software
- Liaison to department heads for accounts payable information
- Produce, distribute and post financial reports from the finance and accounting software

Accounts Receivable/Cash Handling

- Balance the cash drawer
- Prepare department deposit & pay-in
- Review bank activity for ACH Deposits
- Download ach payments
- Process customer credit card payments

City of Ashtabula Job Description

Purchasing/AP

- Create requisitions as needed
- Request PO adjustment as needed
- Process AP as needed
- Process Payroll
- Issue emergency purchase
- Make approved purchase order adjustments
- Maintain accounts payable files

Customer Service /Department Support

- Compile statistics for financial statements and CAFR
- Assist with the preparation of the CAFR work papers
- Back-up phones and customer window
- Provide department support as directed

Required Knowledge, Skills, and Abilities

The individual should be self motivated, discerning and adaptable with the ability to access need, plan programs and execute plans without an excessive amount of supervision.

Job Requirements

These requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge and/or experience in municipal finance and operations
- Working Knowledge and/or experience in fund accounting and government purchasing methods
- Experience with finance and accounting software, Microsoft Office, email and voice mail
- Excellent written and verbal communication skills
- Ability to operate a computer, printer, fax machine, adding machine and other standard office equipment

Physical Demands

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel.

The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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City of Ashtabula

4717 Main Avenue
Ashtabula, Ohio 44004

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS	
POSITION APPLIED FOR			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.)			
ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)			
CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____			
HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, WHEN? FROM _____ TO _____ WHERE? _____			
CLASSIFICATION : _____			
DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____			
IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____			
IF YES, PLEASE EXPLAIN: _____			
IS ANYONE RELATED TO YOU EMPLOYED WITH THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU. _____			
WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
HOW DID YOU HEAR ABOUT US? _____			

EDUCATION

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES _____ NO _____

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. _____

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES _____ NO _____

PLEASE GIVE DATES AND EXPLANATION: _____

EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? _____

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES _____ NO _____

IF YES, PLEASE EXPLAIN. _____

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1. FROM:	TO:	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY:
Month/year	Month/year			START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
2. FROM:	TO:	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY:
Month/year	Month/year			START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				
3. FROM:	TO:	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY:
Month/year	Month/year			START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:	
DESCRIPTION OF DUTIES:				

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.

The City of Ashtabula is a Drug and Tobacco Free Workplace