

General Ledger Accountant: The City of Findlay Auditor's Office is currently hiring for the position of a General Ledger Accountant. Minimum qualifications of a four-year Bachelor's degree in accounting, finance, or related field; however, an individual working to obtain a CPA license is preferred. This position reports to the City Auditor and/or Deputy City Auditor and is an appointed employee. See the Job Position Description for full details within this document.

## GENERAL LEDGER ACCOUNTANT

Send Resume, Cover Letter, and References via email (in the email reference field enter: General Ledger Accountant) or US mail by Wednesday, April 3, 2019 to:

Ginger Sampson, CPA  
Deputy City Auditor  
318 Dorney Plaza  
313 Municipal Building  
Findlay OH 45840

Email: [gsampson@findlayohio.com](mailto:gsampson@findlayohio.com)

- Depending upon previous experience, ***starting*** pay range as stated by current City Ordinance is:  
Account Clerk I (130 or 9130), \$18.32/hour
- 1 year probationary
- Appointed position (political at will), not a civil service position
- Ohio Public Employees Retirement System
- Medical & Life Insurance benefits available
- This is a Full-Time Position

### NO DIRECT CALLS

Any questions should be directed via email to Ginger Sampson at [gsampson@findlayohio.com](mailto:gsampson@findlayohio.com)

## **GENERAL LEDGER ACCOUNTANT**

**Pay Titles(s):** Account Clerk I (pay range 130 or 9130)  
Account Clerk II (pay range 140 or 9140)  
Account Clerk III (pay range 150 or 9150)  
Account Clerk IV (pay range 160 or 9160)

**Reports to:** City Auditor and/or Deputy City Auditor

**Purpose for the Position:** To perform the following calculating, posting, and verifying duties to obtain financial data for the use in maintaining accounting records. This includes compilation and sorting of documents, such as invoices, vouchers, checks, time cards, and purchase orders. The position should demonstrate the ability and desire to expand the current job function above the current pay range assigned. This can be demonstrated by obtaining additional instruction in the area of work or showing the willingness to learn additional responsibilities within the department. This can also be demonstrated by being able to present solutions to issues independent of being given total direction on how to facilitate the problem solving process. This is a position that is impacted by, as well as impacts, all of the separate functions of the Auditor's Office; therefore, the position needs to have a broad range of understanding or willingness to learn those other functions.

### **Essential Responsibilities:**

One or more of the following functions may be classified under the General Ledger Accountant position and this list may not necessarily cover all responsibilities assigned (bullet points are provided as examples of the types of tasks involved in the functions). There will be other duties assigned as deemed appropriate. Many of these tasks are progressively assigned and/or learned.

#### **Assist in Accounts Payable Functions:**

- Processing accounts payable in order to correctly issue vendor checks
- Processing of requisitions/purchase orders
- Vendor communications & information maintenance
- 1099 processes

#### **Assist in Accounts Receivable Functions:**

- Processing accounts receivable in order to correctly maintain the general ledger balances
- General Billing
- Airport Receivables
- Utility Billing month end balancing
- Hotel/Motel Taxes

#### **Assist in Fixed Assets Functions:**

- MUNIS module functions for additions, disposals, and transfers
- Annual audits of fixed asset inventory

- Comparison of city appraisal for correctness to fixed asset system
- Auctioned assets tracking
- Reconciling of vehicles to vehicle insurance renewal
- Creating the journal entries to update the General Ledger balances as it pertains to the Assets and their related depreciation.
- Working with Engineering information to add/dispose of infrastructure items from the general ledger accounts

Assist in Work Order function:

- Generate monthly fleet maintenance work orders
- Create work orders for select departments to enter time charges
- Create activity codes for departments as needed
- Develop instructions for MUNIS manual dealing with work orders module
- Continued development of the module which includes interfacing it with the inventory module

Miscellaneous other functions:

- Creation of journal entries and balancing of monthly restricted accounts (water and sewer impact fees, rotary accounts, etc.)
- Monthly balancing of Guaranteed Deposits accounts
- Consumable inventories process (annual and ongoing with new module to be brought up)
- Consumable inventories for Recreation ongoing weekly
- Annually prepaid insurance journal entries
- Assists in development of policies and procedures the Auditor's Office administers
- Data entry of all journal entries created by Deputy City Auditor
- Assistance of copying and assembly of MUNIS manual sections when preparing for training
- Answering phone and filing
- Monthly Central Stores Charges Entry
- Returned Check List maintenance and distribution
- Quarterly payments generation out of the General Expense budget
- Monthly Journal entries for City Department Water/Sewer Bills
- City contact for online auction listings for City Departments
- Auditor's Office requisitions/purchase order tracking/vouchering/record keeping
- Auditor's Office supplies ordering
- Auditor's Office Records Retention
- Makes system corrections with relation to posting errors of expenses
- Assists in development of policies and procedures the Auditor's Office administers
- Assist in the administration of small, internal audits (i.e., petty cash)
- Any other duties as determined by Deputy City Auditor or City Auditor
- Serve as the primary back up of the Accounts Payable function when employee is out
- Serve as the primary back up of the Accounts Receivable/Fixed Assets function when employee is out

Assist in Payroll Functions:

- Processing biweekly payroll in order to correctly maintain the general ledger balances and issue correct employee payments
- Coding and entering time cards into the payroll program
- Processing all authorized employee changes
- Maintain all payroll electronic and paper records
- Prepare budget projections for annual budget process and whenever requested
- Administer payroll issues contained in union contracts
- Retro calculations and payrolls
- Review payroll bank account daily for positive pay decisions to be made
- Sign up all new employees with appropriate forms for payroll, insurances, deductions
- Explain how vacation/holovac, sick time, pay ordinance, work
- Explain benefits available to employees
- Determine differences of payroll ordinance vs union contract provisions

Assist in Medical/Dental/Vision/Prescription Insurance functions:

- Maintain all historical data on rates, usage, etc.
- Pay all experience and administrative bills
- Handle employee inquiries
- Sign up and drop employees to plan, or add/drop dependents
- Adhere to HIPAA guidelines

Assist in Life Insurance functions:

- Do registration and drops from policy
- Maintain paper documents of beneficiaries

Assist in Banking Functions:

- Cash Flow Monitoring
- Credit Card Monitoring
- Maintaining account balances for all banks with city investments
- Treasurer's substitute

Assist in Budget Functions:

- Review all budget transfer requests and post
- Oversee financial system city wide budget process
- Assist departments in budget entry and other questions
- Prepare budget for Auditor's Office
- Prepare budget for Treasurer's Office
- Prepare budgets for various other budgets
- Prepare all Debt Service budgets
- Assist in determining availability of funds to support budget requests
- Review, correct, and post all Council supplemental financial appropriations

Assist in Debt functions:

- Track all outstanding debt
- Initiate all debt payments
- Report to Council all outstanding debt
- Involved with all debt issuance processes
- Work with Debt Advisor and Bond Counsel
- Involved with rating agency reviews
- Create and process all accounting entries related to the issuance of debt
- Timely filing for subsidy payments from the Federal Government

Project/Grant Accounting:

- Grant tracking and accounting
- Project tracking and accounting
- Maintaining project file information

Assist in Compliance Functions:

- Ohio Compliance Supplement compliance issues
- IRS compliance as it pertains to employee benefits
- ORC compliance as it pertains to financial functions
- Perform internal audit function
- Ensure that all statutory requirements of the office are met by deadlines
- Keep up to date on State and Federal Requirements from all functions

Assist in Records Retention Functions:

- Oversee records retention process for Auditor's Office
- Maintain permanent records

Assist in Financial Functions:

- MUNIS (financial system)
  - Assist in maintaining financial policies and procedures manual
  - General Ledger Balancing
    - daily
    - month end balancing and closing
    - year-end balancing and closing
  - chart of accounts maintenance and development
  - reviewing cash balances of all funds
- Implementation of new software modules that directly tie to the financial system
- Review of portions of other software programs implemented by other department processes that impact the financial system or financial processing
- Special funds oversight/management
- Track the Revolving Loan Fund Account
- Oversight of payments made out of the City's General Expense Account
- Balance all Tax settlements received from County or State
- Develop or Revise Financial Policies and Procedures, as needed
- Revenue Sharing with Townships tracking and payment process

- Preparing the CAFR and all related filing requirements for the City
- Monthly report to Council of expenditures, revenues, and investments
- Analytical analysis of financial revenues and expenses to identify issues

**Skills and Abilities:**

- Compute and record numbers correctly
- Impeccable organization skills
- Use eyes, hands, and fingers at the same time to enter figures in books and forms, or to operate a 10-key calculator or personal computer
- Perform work that is routine and extremely detailed
- Understand and use computers and related equipment
- Knowledge of Microsoft Excel and Microsoft Word required and the ability to quickly master other software as needed
- Understand and use math concepts
- In depth understanding or willingness/ability to learn governmental accounting
- Independent critical thinking and problem solving skills
- Comprehend detailed job assignments with minimal re-explanation
- Ability to explain complex accounting in layman’s terms to non-accountants
- Know when to escalate problems or issues timely
- High degree of multitasking and prioritization adaptation rapidly

**Physical Demands:**

Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Environmental Conditions:**

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered “inside” if the worker spends approximately 75 percent or more of the time inside.

**Reasoning Development:**

Apply principles of rational systems to solve practical situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Mathematical Development:**

General Math: Practical application of fractions, percentages, ratio, and practical algebra.

**Language Development:**

- Reading: Read and understand instructions.
- Writing: Write reports with proper format, punctuation, spelling, and grammar, using all parts of speech.
- Speaking: Speak with poise, voice control, and confidence, using correct English and well-modulated voice.
- Must have a positive disposition and personal orientation towards positive but firm customer service and the ability to interact regularly with all vendors and City employees.

**Specific Vocational Preparation:**

Specific vocational preparation includes a four-year Bachelor's degree in accounting, finance, or related field; however, an individual working to obtain a CPA license is preferred.