

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF FINANCE CLERK - ACCOUNTS RECEIVABLE AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Finance Clerk - Accounts Receivable, be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF  
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Finance Clerk - Accounts Receivable shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure to begin the hiring process to adequately staff the Finance Department and bring optimal services to the residents of Avon Lake, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

1<sup>st</sup> reading: 1/24/2022

2<sup>nd</sup> reading: 2/14/2022

3<sup>rd</sup> reading:

PASSED: 2/28/2022

/s/ Martin E. O'Donnell

President of Council

POSTED: 3/04/2022

APPROVED: 3/01/2022

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor

**CITY OF AVON LAKE**  
**POSITION DESCRIPTION**  
**Finance Clerk-Accounts Receivable (A/R)**

Job Title:	Finance Clerk, A/R
Department:	Finance Office
Immediate Supervisor:	Finance Director or designee
Positions supervised:	None
FLSA Status:	Non-Exempt
Bargaining Unit:	USW 826-1
Civil Service Status:	Classified

## **JOB RESPONSIBILITIES**

This position is responsible for securing revenue for all city accounts by verifying, depositing, and posting all receipts (cash, check, EFT, and credit card payments) in an automated office environment.

## QUALIFICATIONS

- High school diploma or equivalent.
- BA/BS degree in Finance, Accounting or Business, or a commensurate level of directly related experience and/or Government experience is a plus.

In addition to higher education requirements this position requires a proficiency in:

- Proficiency in Microsoft Word and Excel, experience with New World Systems (NWS) accounting software a plus;
- Well-developed analytic and problem-solving skills;
- Ability to effectively plan, organize, schedule, and prioritize tasks and assignments and complete within deadline timeframes;
- Attention to detail, accuracy, independent judgement and adherence to City policies and procedures;
- Ability to answer inquiries from the public in a respectful, tactful, courteous, effective, and professional manner. This includes the ability to exhibit poise, composure, and confidence when confronting stressful conversations and attempting conflict resolution;

- Skill in establishing and maintaining effective working relations with superiors, employees, vendors, financial institutions, and the general public;
- Exhibits a high degree of integrity including ability to successfully deal with sensitive or confidential information;
- Demonstrates a strong commitment to dependability and reliability to ensure the confidence and respect of the customer base;
- Hands on, self-starting, disciplined and detailed oriented with the ability to work independently in a high-volume environment that requires a work product that is highly accurate and timely.

Ability to communicate effectively and diplomatically both orally and in written form(s); Ability to tailor communication style(s) to meet the audience including federal, state, and local entities; elected officials, community volunteers, potential developers, City staff and general public.

## **PHYSICAL REQUIREMENTS**

Intermediate physical activity including lifting, bending, standing, reaching, etc. Working conditions include office setting and some storage area retrieval of information. May need to move files and/or boxes of various weight from shelves and/or other storage areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and physical files.

All applicants must pass a background screening, drug test, and possess a valid State of Ohio Driver's License.

## **Knowledge of:**

- Performs the City's banking functions; daily (review account activity, cash deposit, remote deposit of checks).
- Utilizes computerized accounting software programs proficiently and operates office equipment (including personal computer, copies, scanners, posting fax machines and 10-key calculator to perform duties and responsibilities).
- Enters utility and revenue data in the accounting system and maintains electronic and physical filing systems for easy retrieval and coordination of information.
- Tracks grants that have been awarded, lease contracts, and all agreements the City has entered into to ensure receipt of funds.
- Assist Finance Director as needed with month end and year end reports and procedures in a timely manner in order to adhere to proper accounting periods and to ensure continuity of Finance Department operations.
- Interacts successfully with residents, departmental personnel and elected officials, both orally and through the written word.
- Assists the Finance Director with the preparation of all special assessments for the County Fiscal Office and for financial reporting purposes
- Assists with the preparation of the annual General Purpose Financial Report
- Assists representatives from the State Auditor's office during the annual audit process
- Performs related duties as assigned.

**Salary range** – As determined by Union Collective Bargaining Agreement(s)

**Benefits** - As determined by Union Collective Bargaining Agreement(s)