

# CITY OF PORT CLINTON

*City Offices*



March 14, 2025

## **Administrative Assistant - Finance**

Location: 1868 E. Perry Street, Port Clinton, OH 43452

Base Pay Range: \$37,000-\$50,000 salary

Employee Type: Full-time Exempt, Supervisory

Closing Date: March 21, 2025, or until filled

## **Contact Information**

Office: Auditor

Phone: 419-734-5522 ext. 237

Email: [pcauditor@portclinton-oh.gov](mailto:pcauditor@portclinton-oh.gov)

Apply:

Send cover letter with resume to email address above; interviews begin March 17, 2025, until filled.

## **Description**

Position of Administrative Assistant - Finance includes a wide range of responsibilities including, but not limited to, accounting, data processing for the general ledger, grant reporting, payroll, as well as human resources responsibilities.

## **Requirements**

High school diploma or equivalent

Prefer two or more years of accounting experience or three years of office experience

## **Position Summary**

### Core Competencies

#### *Accounting and Financial Management*

Proficiency in accounting principles and practices, including processing purchase orders, issuing payments, posting revenues to general ledger, reconciling bank statements with general ledger, submitting grant disbursement requests and tracking grant expenditures. This also involves maintaining and updating files.

### *Data Management and Reporting*

Skill in data processing and reporting, including gathering data, preparing financial reports as well as grant reports as necessary, and auditing invoices and receipts prior to processing payment. Compute and record numbers correctly, follow procedure for keeping records and perform work that is routine and detailed.

### *Payroll Administrative Support*

Proficiency in payroll processing and aspects of human resources, including assisting in new employee onboarding and entry into payroll system, payroll processing, and notifying supervisors of errors or issues as necessary. This also includes troubleshooting employee benefit plan inquiries as needed.

### *Communication and Collaboration*

Capability to understand and communicate written instructions, technical information, and complex data effectively. This involves composing routine correspondence and providing assistance to co-workers and vendors. Ability to work in and be dedicated to a team-oriented atmosphere and collaborate with other departments as needed. This involves self-initiating activities consistent with the organization's goals and objectives, following supervisor's instructions, and maintaining a responsible attendance record. Additionally, it entails tolerating certain levels of stress and attending work punctually and regularly.

### *Time Management and Multi-tasking*

Skill in prioritizing multiple projects simultaneously, managing deadlines, and maintaining composure under pressure. This includes the ability to plan and organize workloads efficiently, handle various office tasks, and make decisions based on judgment and city policy.

### *Customer Service*

Ability to provide excellent customer service by answering incoming phone calls and handling complaints. This involves multi-tasking efficiently and constantly while ensuring customer satisfaction.

### Essential Responsibilities

- Maintains the systematic workflow to meet the required deadlines.
- Processes purchase orders, issues payments, and performs related accounting practices for Auditor's Office and other city offices.
- Processes revenues collected and reported by other city offices.
- Reconciles bank statements with general ledger.
- Processes grant disbursement requests and tracks grant expenditures.
- Processes payroll and troubleshoots employee benefit plan inquiries.
- Maintains accounting standards and related business office functions of the department.
- Examines work for exactness, neatness, and conformance to policies and procedures.
- Prepares and enters adjustments when necessary.
- Works with auditors from various agencies.
- Gather data and prepare reports as needed.
- Responsible for file maintenance.
- Maintains files for records retention purposes.
- Notifies supervisor of errors or issues as necessary.
- Provides efficient customer service while constantly multi-tasking.

- May perform or assist co-workers in performing duties.
- Cross trained in all functions and must be capable of handling all aspects of the office.
- Performs related office work as trained and required.
- Answers incoming phone calls.
- Ability to understand and communicate written instructions.
- Related and other duties as required.
- Responsible to self-initiate activities consistent with the City's and Auditor's Office goals and objectives.
- Reports for work at required time and date and maintains a responsible attendance record.
- Ability to follow a supervisor's instructions and tolerate certain levels of stress.
- Avoidance of violent behavior that threatens the safety of other employees.

#### Educational & Employment Requirements

- High school diploma or Equivalent
- Prefer two or more years of accounting experience or three years of office experience

#### Physical Demands

Sedentary Work: Exerting up to 10 pounds of force occasionally (activity or condition exists up to 1/3 of the time) and/or negligible amount of force frequently (activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or 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.