



**Miami Township, Clermont County, Ohio  
Administration Department  
Position Description**

**Job Title:** Finance Associate  
**Department:** Administration  
**Reports to:** Finance Director  
**Pay classification:** Non-exempt

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**Summary:** Under the supervision of the Finance Director performs a variety of administrative, accounting/bookkeeping duties, including: preparing Township bi-weekly payroll; process purchase requisitions; prepare purchase orders; perform data-entry of bookkeeping records; file and maintain public records of the Fiscal Office.

**Supervision Exercised:** None

**Education/Work Experience:**

- High School Diploma or equivalent
- Two years of progressively responsible accounting or finance work
- Experience with government accounting theory is preferred
- Associates degree in accounting or bookkeeping is preferred

**Minimum Acceptable Characteristics and Abilities:**

- Ability to be bonded at all times during employment with the Township
- Knowledge of payroll and accounts payable functions
- Knowledge of accepted accounting principles (GAAP)
- Ability to respond to routine inquiries from officials and public
- Ability to establish and maintain effective working relationships with co-workers, vendors and the public
- Ability to handle confidential information appropriately
- Working knowledge of office automation and Microsoft Office software products
- Demonstrates flexibility and cooperative attitude when faced with change

**Essential Functions and Duties:**

- Prepare an automated biweekly Township payroll for including deductions, checks, direct deposits, and reports; work with the Finance Director to transfer funds to cover payroll expenditures; record all earned and used vacation time, sick leave, and other payroll information. Ensure that all provisions of the existing collective bargaining agreement contracts are followed as they pertain to payroll processing and fringe benefit administration.
- Prepare tax deposits; complete quarterly Township Withholding and Ohio Bureau of Employment Services reports and semi- annual Ohio Bureau of Workers' Compensation reports. Work with the Finance Director to issue employee W2 and vendor 1099 forms annually.
- Performs daily deposits into Township accounts.

- Serve as the primary staff for all purchasing functions including: enrolling new vendors; printing purchase orders; issuing vendor payments by check or ACH; issuing W9 and sales tax exemption forms, safeguarding the Township's credit cards.
- Provides safekeeping of and access to public records in accordance with Township and State policies.
- Assist Finance Director with fund revenue accounts and bank reports; closing out balancing journals for month-end and year-end reports; and reconciling bank statements to month-end and year-end reports.
- Performs other related duties as required.

**Physical Requirements:**

- While performing the duties of the job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.
- Must occasionally lift and/or move boxes weighing up to thirty pounds. Specific vision abilities required by this job include close vision and the ability to focus.

**DISCLAIMER:**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. Also, this job descriptions does not constitute an employment agreement between the employer and the employee, and it is subject to change by the employer as the needs of the employer and the requirements of the job change.*

Effective date \_\_\_\_\_

Authorized by \_\_\_\_\_