

**VILLAGE OF YELLOW SPRINGS, OHIO
ORDINANCE 2022-08**

**AMENDING THE PERSONNEL POLICY MANUAL BY APPROVING A POSITION
DESCRIPTION AND DECLARING AN EMERGENCY**

Whereas, pursuant to Section 81 of the Village Charter, Council may by ordinance define or redefine specific employee positions as unclassified and the Village Manager is required to recommend updates to the Personnel Policy Manual and employment regulations; and

Whereas, the ad hoc subcommittee Council created on February 22, 2022 to review the Personnel Policy Manual and Employment Regulations has not yet met with Village staff; and

Whereas, after consultation with the Finance Director, the Village Manager recommends the creation of an Accounting & Payroll Manager as a full time, unclassified, exempt professional management position due to the impending departure of a full-time, classified Utility Billing Clerk/Payroll Clerk; and

Whereas, urgent need exists for immediate recruitment to serve the public interest and address an emergency in the operation of Village services pursuant to Section 25 of the Charter,

**NOW, THEREFORE, COUNCIL FOR THE VILLAGE OF YELLOW SPRINGS, OHIO
HEREBY ORDAINS THAT:**

Section 1. Council does hereby approve and adopt the Position Description attached as Exhibit A to be added to the Employment Regulations Appendix to the Personnel Policy Manual.

Section 2. The Village Manager or designee is authorized to advertise and hire for the position.

Section 3. This ordinance shall take effect immediately to preserve the public interest as it addresses the need for immediate recruitment to provide for operation of usual Village services.

Brian Housh, President of Council

Passed: 3-21-2022

Attest: _____
Judy Kintner, Clerk of Council

ROLL CALL

Brian Housh Y Marianne MacQueen Y Kevin Stokes Y

Lisa Kreeger Y Carmen Brown Y

Exhibit A to Ordinance 2022-08

VILLAGE OF YELLOW SPRINGS

JOB DESCRIPTION

JOB TITLE: Accounting/Payroll Manager

Salary Range: \$54,000-\$68,000

Reports to: Finance Director

Employment Status: FTE

FLSA: Exempt

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Process all accounts payable transactions including overseeing purchase orders and processing checks. Maintain Accounts Receivable records within accounting software. Process and maintain payroll transactions for all Village employees. Set up and maintain employee deduction and benefit records. File required state and federal payroll reports. Provide support to the Utility Department. Assist Finance Director as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Processing purchase orders
2. Maintains vendor files and updates them on a regular basis
3. Processes invoices and vendor payments as needed
4. Processes bi-weekly payroll and maintains payroll records including:
 - Additions and deletions of employees from payroll system.
 - Obtaining and recording new employee information
 - Adjusting payroll system for authorized pay rate, mandated tax rate and employee withholding changes
 - Accurate calculation of authorized rate changes
5. Files all City, State and Federal withholding reports monthly, quarterly and annually as required
6. Reconciling cash receipts and preparing bank deposits
7. Posting transactions to accounting software and staying current with bank accounts
8. Responsible for processing transactions related to Village employee HSA and flexible spending accounts
9. Communicates and works effectively with Village employees, vendors, community members and external audit agencies responding to concerns and inquiries as they pertain to payroll and accounts payable
10. Maintaining organized filing system that follows village records retention schedule
11. Attend training workshops and staff meetings as needed
12. Perform other duties as assigned

MINIMUM JOB REQUIREMENTS

EDUCATION

Associates degree in Accounting

EXPERIENCE

3-5 years of experience in payroll and/or accounts payable

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES**Knowledge of:**

Generally accepted accounting principles.

Record keeping techniques.

Microsoft Office programs

Skill in:

Communicating with a diverse public in a friendly, helpful positive manner.

Strong organizational skills.

Attention to detail and analytical skills a must.

Strong computer skills.

Ability to manage multiple projects and deadlines at once.

Ability to:

Work effectively with a wide range of internal and external constituents to accomplish daily tasks.

Analyze and solve accounting discrepancies.

Participate in organizing and implementing efficient procedures.

Understand and follow all established rules and regulations.

Pass a basic criminal history check and drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

_ *making observations*

_ *reading and writing*

_ *operating assigned equipment*

_ *communicating with and instructing others.*