



CITY OF MILFORD
OPEN POSITION POSTING



Position: **ASSISTANT TO FINANCE DIRECTOR**

Department: FINANCE

Class: FULL-TIME | CLASSIFIED | NON-EXEMPT | NON-UNION

Salary Range: \$53,000 to \$65,000

Closing Date: OPEN UNTIL FILLED

GENERAL STATEMENT OF POSITION

The Assistant to Finance Director is primarily responsible for maintaining an ordered and detailed record of payroll. Other responsibilities include related HR administrative tasks, various finance tasks, and other special projects as assigned.

ESSENTIAL RESPONSIBILITIES

- Prepare timely and accurate bi-weekly payroll in compliance with four negotiated collectively bargained agreements
- Complete balanced payroll reports and required payments and requests for deductions, direct deposits, and transfers
- Compile and submit monthly, quarterly, and annual payroll reports to federal, state, and local taxing agencies
- Prepare annual W-2 and 1099 forms, year-end reports, and all related government forms
- Report payments to and correspond with Public Employees Retirement System (OPERS) and Ohio Police & Fire Pension Fund (OPF)
- Process premium payments for health, dental, and life insurance benefits
- Administer and maintain fringe benefit and leave accrual records
- Comply with COBRA enrollment requirements
- Respond to unemployment claims, employment verification, and workers' compensation claims
- Set up, compile, and maintain all fund revenue accounts
- Maintain debt amortization schedules and administer timely payment
- Assist with annual budget preparation
- Perform monthly bank reconciliations and close monthly and annual budgetary records
- Assist with other Finance Department /HR tasks as needed

PREFERRED SKILLS: Proficiency in Microsoft Excel, Word, and Outlook; general knowledge of bookkeeping and governmental accounting; attention to detail; confidentiality; team player, and ability to be bonded.

EXPERIENCE: Preferred but not limited to education in accounting, finance or public administration and two years of experience in payroll, or an equivalent combination. Added plus is experience with Software solutions Inc. (SSI) VIP software.

RESUME: Please send resume to pwirthlin@milfordohio.org or Finance Director, City of Milford, 745 Center Street, Milford OH 45150

AA/EOE