

ORDINANCE NO. 23-20

AN ORDINANCE AMENDING SECTIONS 31.05 AND 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO THE FINANCE DEPARTMENT, AND CREATING THE POSITION AND ACCEPTING THE JOB DESCRIPTION OF ACCOUNTS PAYABLE CLERK.

WHEREAS: Section 31.05 of the Salaries and Benefits Code pertaining to the Finance Department presently reads as follows:

FINANCE DEPARTMENT		
<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Director of Finance	Sec. 31.01
1	Deputy Director of Finance	15 A-F
1	Payroll Clerk	9 A-F
1	Utility Billing Clerk	8 A-F
1	Account Clerk II (A/P)	5 A-F
1	Account Clerk II (Cashier)	5 A-F
1	Clerk (part-time)	Sec. 31.02(B)(3)

Ord. 273-05, 85-17, 115-17

WHEREAS: Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio presently reads in part as follows relative to the Finance Department:

SCHEMATIC LIST OF CLASSES

<u>Accounting, Fiscal and Related</u>	
Utility Billing Clerk	105
Account Clerk II	110
Payroll Clerk	115
Deputy Finance Director	120
Court Reporter	210
Probation Officer	240
Chief Probation Officer	245
Assignment Commissioner	250
(Ord. 247-06, 26-07)	

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

SEC. 1: That Section 31.05 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended in part to read as follows relative to the Finance Department:

FINANCE DEPARTMENT

<u>Number</u>	<u>Classification</u>	<u>Steps Authorized</u>
1	Director of Finance	Sec. 31.01
1	Deputy Director of Finance	15 A-F
1	Payroll Clerk	9 A-F
1	Utility Billing Clerk	8 A-F
1	Account Clerk II (A/P) Accounts Payable Clerk	5 A-F 8 A-F
1	Account Clerk II (Cashier)	5 A-F
1	Clerk (part-time)	Sec. 31.02(B)(3)

Ord. 273-05, 85-17, 115-17, **23-20**

SEC. 3: That Section 31.07.7 of the Salaries and Benefits Code of the City of Medina, Ohio shall be amended in part to read as follows relative to Public Safety:

SCHEMATIC LIST OF CLASSES

Accounting, Fiscal and Related

Utility Billing Clerk	105
Account Clerk II	110
Accounts Payable Clerk	112
Payroll Clerk	115
Deputy Finance Director	120
Court Reporter	210
Probation Officer	240
Chief Probation Officer	245
Assignment Commissioner	250
(Ord. 247-06. 26-07, 23-20)	

SEC. 4: That in accordance with Section 31.07, the job description for Accounts Payable Clerk is hereby accepted and approved; marked Exhibit B, attached hereto, and incorporated herein.

SEC. 5: That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.

SEC. 6: That this Ordinance shall be in full force and effect at the earliest period allowed by law.

PASSED: January 27, 2020

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: January 28, 2020

SIGNED: Dennis Hanwell
Mayor

Effective date: March 1, 2020

Proposed
Ord. 23-20
Rkh. A

**THE CITY OF MEDINA
JOB DESCRIPTION**

TITLE: Accounts Payable Clerk
REPORTS TO: Finance Director, Deputy Finance Director
DEPARTMENT/DIVISION: Finance Department
CIVIL SERVICE STATUS: Unclassified
JOB STATUS: Full time
EXEMPT STATUS: Non-exempt

NATURE OF WORK:
Performs a wide variety of tasks relating to financial accounts and records. The work performed in this classification may involve account record keeping, auditing, and related tasks. Duties performed require skills in clerical services, computer use, typing, and other general office tasks. The individual in this classification will regularly interact with the public, vendors, City officials and City employees. Work is performed under the general direction of the Finance Director or Deputy Finance Director.

- ESSENTIAL JOB FUNCTIONS:**
- Process purchase orders
 - Set up vendors, obtain necessary paperwork and forms
 - Pay invoices/prepare checks
 - Issue customer refunds/prepare checks
 - Issue 1099s
 - Monitor City utility bills
 - Manage purchasing accounts and credit cards
 - Make purchases and maintain equipment for the Finance Department
 - Assist in City's annual audit
 - Assist Payroll Clerk in payroll process as necessary, and cover for leaves or absences
 - Assist customers at payment window as necessary, and cover for leaves or absences
 - Assist department heads as necessary
 - Maintain City's ledgers
 - Generates records, accounting statements, vouchers and form letters
 - Performs clerical work as required
 - Able to perform physical demands that include but are not limited to being able to sit continuously at a computer terminal, desk or work station. Able to spend time walking, standing, bending, stooping, crawling, squatting, lifting, kneeling and reaching throughout the work day.
 - Maintains regular and consistent attendance.

EDUCATION, TRAINING AND EXPERIENCE:

Considerable clerical experience including clerical or accounting duties. High school diploma or GED is required, preferably supplemented by business school or college courses in accounting, or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.

QUALIFICATIONS:

Knowledge of:

- Office practices employed in keeping fiscal accounts and records;
- Office terminology and equipment; and
- Business arithmetic and proper grammar.

Skilled in:

- Maintaining accurate records; and
- Typing and personal computer use

Ability to:

- Communicate effectively in writing and orally with co-workers, supervisors and the general public in person or over a telephone;
- Understand and follow complex oral and written instructions;
- Operate standard office equipment, including but not limited to personal computer, fax and copy machines, telephone, and printers; and
- Maintain a high level of accuracy and consistency.

ENVIRONMENTAL ELEMENTS:

This position requires the employee to spend a large portion of the working day at a desk or computer station. The position includes a high incidence of interaction with citizens, vendors, government officials, and other municipal employees, occasionally under stressful conditions.

WORKING CONDITIONS:

May be required to work outside normal business hours, including weekends, evenings and holidays.

EQUIPMENT USED:

ADDITIONAL REQUIREMENTS:

The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. The employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

EMPLOYEE ACKNOWLEDGMENT: _____

DATE: _____