

ORDINANCE NO. 9 - 22

By: Monique Lampke

An ordinance to establish the part time position of Finance and Personnel Coordinator and to establish the pay range at \$24.84 per hour to \$35.87 per hour.

Whereas, it has been determined that an additional part time employee in the Finance Department will benefit the operations in City Hall by providing improved internal control in the form of increased separation of duties, as well as serving in a back up role for payroll preprocessing and assisting in various human resource roles.

Whereas, it is anticipated the average work week for this position will be twenty (20) hours per week.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY

Section 1.

That the position of Part Time Finance and Personnel Coordinator is hereby established with the duties set for the in Exhibit A attached hereto.

Section 2.

That the pay range for this position will be \$24.84 per hour to \$35.87 per hour.

Section 3.

That this ordinance shall go into effect and be in force from and after the earliest time allowed by law.

Passed: May 24, 2022

Attest: Matt McPeek
Matt McPeek, Clerk of Council

Troy Markham
Troy Markham, President of Council

Approved: May 24, 2022

Ben Kessler
Mayor Ben Kessler

First Reading: March 22, 2022
Second Reading: April 12, 2022
Third Reading: April 26, 2022



Finance and Personnel Coordinator Position Description

Position Title:	Finance and Personnel Coordinator
Hours per Week:	20 hrs average
Reports to:	Mayor
Department:	Mayor's Office
Pay Range:	\$24.84 to \$35.87 per hour
Revision Date:	March 8, 2022

Purpose of Work

Supports the financial and personnel functions of the City through execution of various functions and processes including purchase order managements, preparation of check runs and bank deposits, reconciliation of payroll and Mayor's court accounts; coordination of employee benefits including enrollments, changes, and/or terminations.

Essential Position Functions

1. Manages all purchase orders including review and approval of requisitions, and adjustments and closures throughout the year
2. Updates and maintains vendor records
3. Reconcile the payroll and Mayor's court bank accounts
4. Serves as backup for payroll processing
5. Serves as fixed asset coordinator
6. Coordinates annual open enrollment benefits process
7. Coordinates benefit enrollments, changes, and/or terminations throughout the year and responds to employee inquiries regarding the same
8. Assists with posting of job descriptions and open positions
9. Maintains and prepares new hire packets for new associates
10. Create new employee files to ensure required documentation for payroll and benefits enrollment is properly filed.
11. Assists with various internal and external inquiries to the Finance Department
12. Assists with other projects as needed, including audit of reports and records and other projects.
13. Demonstrates a positive attitude and supports City goals and objectives;
14. Other duties as assigned

Supervisory Responsibilities

None.

Minimum Qualifications

1. Bachelor's degree or equivalent professional experience and knowledge, skills, and/or experience in accounting, human resources, or a related field
2. Demonstrated ability to independently and accurately process detail-oriented, time sensitive work within allotted deadlines
3. Consistently utilizes sound judgement and discretion in handling information and records
4. Demonstrated ability to develop and maintain effective working relationships with internal and external stakeholders
5. Proficiency in word processing and spreadsheet software
6. Ability to work additional hours periodically during high volume periods.

Preferred Qualifications

1. Finance experience including purchase orders, payroll, and other basic accounting functions
2. Benefits coordination experience including communication, organization, and processing

Physical Demands

The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, and talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

