

JOB POSTING



Oakwood Village

Job Title:	Full Time	Job Category:	Financial Specialist
Department/Group:	Finance	Schedule	40 Hours a week 9 am-5 pm
Location:	Village Hall	Travel Required:	Less than 5%
Level/Salary Range:	21.63-22.72 Hr.	Position Type:	Full Time non-exempt
Contact:	Brian Thompson	Date Posted:	April 1, 2026
External Posting URL:	Village Website https://www.oakwoodvillageoh.com/		
Applications Accepted By:			
EMAIL: Email: bthompson@oakwoodvillageoh.com Subject Line: Permit Technician		MAIL -OR- IN PERSON Brian Thompson Village of Oakwood 24800 Broadway Avenue Oakwood Village OH 44146 IF IN PERSON, IT MUST BE BY 4:30P.M. BUSINESS DAY	
Job Description			

Job Description - Exhibit A

- Record all transactions for Accounts Receivable into a municipal financial software system
- Record all ACH transactions for Non-Accounts Payable expense such as Payroll and Pension journals, Debt Payments, Health Insurance, Credit Cards payments, and County and State issued fees into a municipal financial accounting system.
- Verifies posted figures for mathematical accuracy and proper coding
- Produce financial statements and reports for use by department supervisors and support personnel.
- Generate and archive all monthly and year-end Financial Reports.
- Administer and reconcile the Financial Accounting System month and year end closes and produces monthly reconciliation reports.
- Coordinate with IT and departmental personnel all software and hardware activities related to Municipal Financial Software.
- Review 1099 listings and forms at year end.
- Responsible for doing the Financial System year and verifying balance carry forward for the new year.
- Responsible for daily backups and monitoring of the Financial System login statuses.
- Responsible for the setup and changes to the system access software for internal personnel

Additional duties as assigned by the Finance Director.

Supervises:

N/A

Qualified applicants may submit a resume, via e-mail to (bthompson@oakwoodvillageoh.com).

ADDITIONAL NOTES

The Village of Oakwood is an Equal Opportunity-Affirmative Action Employer