

CITY OF RIO COMMUNITIES

JOB DESCRIPTION

Position: Finance Clerk

Status: Non-Exempt

Class Characteristics:

The Finance Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations. The Finance clerk must comply with the Financial Administration Act, Generally Accepted Accounting Principles and Municipal Policies and Procedures.

The Finance Clerk reports to the Finance Director/Treasurer and is responsible for providing financial, administrative, and clerical services. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, that staff is paid in a timely and appropriate manner and that vendor and suppliers are paid within established time limits.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

Typical Functions:

1. Without restricting the general nature and scope of the work, the following are illustrative examples of work that will be expected of this position.
 - Receive and verify invoices and requisitions for goods and services
 - Verify that transactions comply with financial policies and procedures
 - Prepare, verify and process invoices and coding payment documents
 - Prepare batches of invoices for date entry
 - Data entry invoices for payment
 - Manage the biweekly check run
 - Record all checks
 - Prepare vendor check for mailing
 - Prepare manual checks as and when required
 - Maintain listing of accounts receivable and payable
 - Maintain updated vendor files and file numbers
 - Print and distribute monthly financial Reports
 - Print Biweekly Approval Report for Council Meeting

2. Provide administrative support in order to ensure effective and efficient office operations
 - Monitor and order office supplies
 - Prepare purchase orders
 - Maintain a filing system for all financial documents
 - Ensure the confidentiality and security of all financial and employee files

Non-Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

- High school diploma/equivalent and (2) years of finance/bookkeeping experience preferred.
- Thorough knowledge of administration and bookkeeping procedures.
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Knowledge of payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Confidentiality concerning financial and employee files.
- An equivalent combination of education and experience.

Skills:

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
 - ✓ team building skills
 - ✓ bookkeeping skills
 - ✓ analytical and problem solving skills
 - ✓ decision making skills
 - ✓ effective verbal and listening communications skills
 - ✓ attention to detail and high level of accuracy
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting spreadsheet and word-processing programs, and e-mail at a highly proficient level
- Stress management skills
- Time management skills

Supervision:

Duties are performed under the direct day to day supervision and administration of the Finance Officer/Treasurer and City Manager. Independence of action is stressed in general performance of duties. The Finance Clerk serves at the pleasure of the City Manager and Finance Officer/Treasurer and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demands:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen, background check and be bondable.

Compensation Type: Hourly based on 20 hour week, paid every two weeks.

Exemption Status: Non-Exempt at will employee.

Salary:

Starting wage or salary is negotiable within established wage range depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Finance Clerk shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.