

FINANCIAL ASSISTANT

GENERAL STATEMENT OF DUTIES

Assist the Auditor in the operation and maintenance of the City's fiscal control and reporting requirements.

The job description is intended merely to illustrate the duties that may be assigned to the persons assigned to this title. It should not be interpreted to describe all of the duties that may be required of the persons holding a position assigned to this title or to limit the nature and extent of assignments a person may be given.

SUPERVISION RECEIVED

Works under the supervision of the City Auditor and in accordance with Generally Accepted Accounting Principles, rules and regulations of the State Auditor's Office and established operating procedures.

SUPERVISION EXERCISED

None.

JOB DUTIES

- Assist in the collection, disbursement and recording of all City monies accurately and timely.
- Prepare bank deposits accurately and timely.
- Reconcile bank statements to accounting records accurately and timely.
- Process accounts receivable accurately and timely.
- Process accounts payable accurately and timely.
- Assist in the collection of all delinquent accounts.
- Process payroll accurately and timely.
- Maintain Workman's compensation records accurately.

- Report payroll and pension information to state agencies accurately and timely.
- Coordinate the preparation of bid documents.
- Assist in the maintenance of the City's Central Computer System.
- Assist in the maintenance of the City asset control records and reports.
- Assist the Auditor in the preparation of all reports as required by state agencies, City Council, City Manager, City Solicitor and Department Heads.
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS

A combination of education and experience sufficient to demonstrate the ability to perform duties. An example of an acceptable qualification would be a high school diploma and an associate degree in accounting or five years experience in municipal finance.

UNUSUAL OR SPECIAL WORKING CONDITIONS

Minimal lifting may be required.

Minimal travel throughout the day may be required.

Limited overnight travel for training purposes may be required.

LICENSES AND CERTIFICATES REQUIRED

Must be bondable through the City's agent.

Must possess a valid drivers license and be insurable.

Paygrade: 10

F.L.S.A. Rating: Non-Ex

Classification:

Civil Service Rating: *unclassified*

ESC 04-27-94

CC 05-16-94