



**JULY 2023**  
**FLSA: NON-EXEMPT**

## **FINANCE ASSISTANT/DEPUTY CITY CLERK**

### **DEFINITION**

Under general supervision, performs a variety of complex administrative account support duties including, attending City Council and various other meetings and prepare related agenda items and minutes in accordance with legal requirements of the City Clerk's Office, processing daily deposits, posting cash payments, serving as first line of contact with customers at the public counter; responding to customer service requests, issuing and processing payments for business licensing; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Director and/or the City Clerk. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry-level classification in the Administrative Services Department. Initially, under close supervision, incumbents with general administrative experience perform work related to the Clerking functions of the city as well as accounts receivable, accounts payable, and business licensing, in addition to performing a variety of recordkeeping, reconciliation, and account support activities. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. Positions at this level usually perform most of the duties required of the positions at the journey-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

When assigned to the Finance Assistant Functions:

- Accepts and processes payments at the front counter, over the phone, and by mail, balances payments, and posts transactions in the accounting system.
- Receives and balances cash receipts and general ledger debits; allocates revenue to proper cost accounts; posts revenue; prepares bank deposits and related reports.
- Prepares documentation for payment; confers with vendors as necessary; enters and verifies data into the automated accounts payable system to produce payment; prepares payments for mailing; files copies.

- Audits, verifies, codes, and batches accounts payable transactions; matches purchase orders, packing slips, and invoices; researches discrepancies and unauthorized purchases; checks allocations against department budget appropriations; prepares payment requests; liquidates purchase orders; processes purchasing requisitions for the assigned department.
- Sets up new vendor accounts; obtains necessary information and paperwork from vendors; prepares vendor invoice tracking; inputs vendor invoices and prints checks; totals and balances accounts.
- Maintains credit card accounts; processes and reconciles credit card statements.
- Receives vendor inquiries via telephone, fax, or mail; resolves any issues, problems, or requests using established procedures.
- Maintains the business license database; researches new businesses and notifies them of licensing requirements; mails application material; processes closing accounts; reviews and reconciles payment ledger against database of notices; performs other research about business and property information; initiates work orders for inspectors as needed.
- Calculates necessary fees; accepts and processes payments; makes changes as necessary and maintains cash drawer as appropriate; balances payments; posts transactions in the accounting system daily.
- Prepares monthly renewal, second, late, final, and delinquency notices.
- Performs other duties as assigned.

When Assigned to the Deputy Clerk Functions:

- Perform a variety of complex administrative assistant duties to relieve the City Clerk of a variety of administrative and clerical details.
- Provide specialized administrative support to the Elected Officials of the City; attend after-hours City Council and a variety of other meetings; compile information and prepare, assemble, and distribute agenda items and other materials for City Council meetings; record, transcribe, and distribute minutes.
- Serve as Deputy City Clerk; attest, record, and certifies ordinances and resolutions, documents, contracts, and agreements; process City Council actions in the form of resolutions, ordinances, and proclamations; submit ordinances for codification purposes; maintain City Municipal Code; assist in scheduling bid openings for City projects; administer the Oath of Office and sign documents in the absence of the City Clerk; send various documents to the County for recordation; files notices of determination with the County and State clearinghouses.

**QUALIFICATIONS**

**Knowledge of:**

- Knowledge of office management systems and procedures, including modern office practices and equipment.
- City organization, operations, policies, and objectives related to the functioning of local government legislative body.

- Terminology and practices of financial and account document processing and recordkeeping, including accounts receivable, accounts payable, payroll, and business licensing.
- Business arithmetic and basic financial and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Financial record-keeping principles and procedures.
- Methods and techniques of cash handling.
- Applicable Federal, State, and local laws, ordinances, and City functions, policies, rules, and regulations.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.

**Ability to:**

- Perform detailed account and financial office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from high school and three (3) years of responsible experience in financial recordkeeping, or administrative assistance experience involving frequent public contact.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and

speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.