

Finance Assistant

Department: Finance
Reports To: Finance Officer
FLSA Status: Non-Exempt
Grade: 12



JOB SUMMARY

This position performs administrative and customer service duties in support of the city's finance and other assigned operations.

ESSENTIAL FUNCTIONS

- Provides administrative support to the Mayor; prepares proclamations, correspondence, minutes, and other materials.
- Assists in the preparation of weekly agenda items; drafts or formats resolutions, ordinances, and notices; prepares agenda packets.
- Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel.
- Maintains assigned computerized databases.
- Receives payments and other miscellaneous fees and payments.
- Balances cash.
- Maintains websites and social media accounts.
- Maintains department files and records; researches and retrieves records as needed.
- Prepares and submits insurance claims.
- Assists with municipal elections.
- Maintains a variety of inventories; makes purchases as needed.
- Assists in preparing the city's budget book.
- Sorts and distributes mail.
- Processes invoices.
- Reconciles statements and balances assigned accounts.
- Prepares a variety of regular and special reports.
- Processes alcoholic beverage licenses.
- Processes vehicle registrations and renewals.
- Performs related duties. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office principles and practices.
- Knowledge of computers and job-related software programs.
- Knowledge of bookkeeping principles.
- Knowledge of file management principles.
- Skill in performing basic mathematical calculations.
- Skill in the operation of standard office equipment.
- Skill in the completion of required reports.
- Skill in the provision of customer services.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Finance Officer assigns work in terms of department goals and objectives. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include the City of Madison Personnel Policy and Procedures Manual and department policies and procedures, city codes, administrative rules, the Municipal Accounting Manual, and the South Dakota Municipal League Handbook for Municipal Officials. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative and customer service duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide support for the city's financial and administrative operations. Successful performance helps ensure efficiency and effectiveness of city operations.

CONTACTS

- Contacts are typically with elected and appointed officials, co-workers, other city employees, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 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. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 20 pounds.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.