



Admin/Finance Clerk

GENERAL STATEMENT OF DUTIES: Responsible for payroll, accounts payable, City records management, website management, newsletter production, and other office functions for the City, including receipt of City monies, answering phones and walk-in traffic.

SUPERVISION RECEIVED: Directly supervised in all functions by City Administrator.

SUPERVISION EXERCISED: No supervision will be exercised in this position.

TYPICAL EXAMPLES OF WORK: An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Enters invoices into government accounting software, prints checks, and maintains accounts payable filing system.
2. Manages payroll by compiling timesheets, reviewing them for accuracy, sending out timesheet data, and then recording payroll data in government accounting software. Enters Public Employee Retirement System data monthly and records payments.
3. Answers telephone and dispatches to appropriate party, answers general questions and assists the public by referral to proper agency or individual whenever possible. Responds to customer service questions and complaints over the phone, in person, and via electronic media.
4. Orders supplies, creating purchase orders when necessary.
5. Compiles a monthly report for the City of Tangent; tracks Tangent invoices and payments.
6. Prepares monthly financial reports for City Council Meetings.
7. Assists City Planner with Planning Commission Meetings and other planning needs.
8. Manages the Community Center rental schedule and processes.
9. Answers general questions for customer inquiries, may take information for new accounts and discontinued customer accounts, payments, and general customer inquiries.
10. Cleans the building weekly, including floors, windows, bathrooms, kitchen, council chambers, mopping, scrubbing, vacuum, and general pickup as needed. This is done prior to council meetings, building rental or other functions as they arise.
11. Responsible for general secretarial duties, filing, maintenance of records for City's Administrative staff.
12. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES- DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

Excellent typing skills and 10-key operation. Knowledge of Microsoft office and Excel, data entry and similar computer skills. Knowledge of accounting principles, billing, and collection procedures.

Basic knowledge of office equipment operation and maintenance.

Excellent telephone etiquette.

Ability to maintain positive customer relations and to resolve customer inquiries in a timely manner.

Ability to work effectively with other employees, officials, committees, and the public.

Ability to schedule work time to facilitate accomplishment of deadlines in daily, monthly, annual reporting requirements of the various duties as described.

Establishes and maintains positive working relations with coworkers, residents, and the public.

EXPERIENCE AND TRAINING: General knowledge of computer operation, general understanding and experience in municipal accounting function, or public service office desirable. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.