



## CITY OF RIO COMMUNITIES

### JOB DESCRIPTION

Position: Finance Clerk

Status: Non-Exempt

#### **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 Officer/Treasurer and is responsible for providing financial, administrative, and clerical services. This position involves advanced, specialized clerical work in the payment of accounts and in support of the administration of the financial affairs of the City. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date and that vendors 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.

This position will back-up the Finance Officer/Treasurer and Accounting Specialist.

#### **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 purchase orders for goods and services
  - Verify that transactions comply with financial policies and procedures
  - Prepare, verify and process invoices
  - Prepare batches of invoices for date entry
  - Prepare data entry invoices for payment
  - Prepare and process 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
  - Assists with reconciliations
  - Review invoices for accuracy
  - Maintains updated vendor files and file numbers



- Prints Biweekly Approval Report for Council Meeting
  - Assists Finance Officer/Treasurer and Finance Clerk with procurement and purchase orders
  - Attend related continuing education
2. Provide administrative support in order to ensure effective and efficient office operations
- Monitor and order office supplies
  - Assists with preparation of purchase orders
  - Maintains a filing system for all financial documents
  - Ensure the confidentiality and security of all financial and employee files
  - *All other duties as assigned*

#### **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:**

- Must have a High school diploma or equivalent.
- Must have two (2) years of finance/bookkeeping experience.
- Thorough knowledge of administration and bookkeeping procedures.
- Must have strong computer skills (Microsoft Office Suite, especially Excel)
- Must have experience using fund accounting software
- Knowledge of accounts payable and accounts receivable.
- Knowledge of payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Must have or be willing to obtain Chief Procurement Officer (CPO) certification
- Must have or be willing and able to become a Notary Public
- Must maintain confidentiality concerning financial and employee files.
- Prefer a degree in a related field or a combination of related education and experience.

#### **Skills:**

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
  - ✓ team building skills
  - ✓ analytical and problem-solving skills
  - ✓ decision making skills
  - ✓ effective verbal and listening communications skills
  - ✓ attention to detail and high level of accuracy
- Bookkeeping skills
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting software and spreadsheets, 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. Independence of action is stressed in general performance of duties. The Finance Clerk serves at the pleasure of the 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 and background check. Qualified candidates have to be bondable at a minimum amount of \$50,000 and must have a good credit score. Must be able to become a Notary Public (study and pass testing and applicable background check requirements). This position must have or be able to get Chief Procurement Officer (CPO) Certification and ongoing recertification within one year of hire. Rio Communities will finance and support these efforts.

**Compensation Type:**

Hourly position, 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.

**I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.**



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Print Employee Name

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Employee Signature

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Date