



## **CITY OF RIO COMMUNITIES**

### **JOB DESCRIPTION**

Position: Full Time Finance Clerk

Status: Non-Exempt

#### **Characteristics:**

The Full Time Finance Clerk is responsible for providing financial 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, Governmental Accounting Standards Board Guidelines, and Municipal Policies and Procedures.

The Full Time Finance Clerk reports to the Chief Finance Officer (or City Manager in the absence of a Chief Finance Officer) and is responsible for providing financial and clerical services. This position involves specialized clerical work in the payment of accounts, keeping of financial records, and other duties as required to support 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 other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

#### **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
- Attend job 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

**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.
- Knowledge of accounts payable and bookkeeping procedures.
- Must have strong computer skills (Microsoft Office Suite and Financial Software-e.g., Incode 10)
- Knowledge of payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- 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
- 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 proficient level
- Time management skills



**Supervision:**

Duties are performed under the direct day to day supervision and administration of the Finance Officer (or the full time Finance Clerk in the absence of a Finance Officer).

**Physical Demands:**

While performing the duties of this position, the employee will be working in an office setting. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to twenty (20) pounds.

**Pre-Employment Requirements:**

Must be able to successfully pass a drug screen and background check.

**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.

**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.**

Print Employee Name

Employee Signature

Date