

City of Manzanita, Oregon

Position Description

Job Title: Finance and Administrative Specialist

FLSA: Non-Exempt

Supervisor: City Manager

Type: Full-Time

Department: Administration

General Statement of Responsibilities

Performs a variety of responsible finance and accounting tasks including accounts payable and receivable processing, preparation of budget and audit related materials, reconciliation of city accounts, and payroll processing. Provides administrative support to various city departments; issues permits; prepares documents; answers telephone calls; and responds to general inquiries from the public, vendors, and other staff members.

Supervision Received

Works under the general supervision of the City Manager.

Supervision Exercised

Supervision of others is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel, and may assign work to temporary workers.

Examples of Duties - Essential Functions

1. Processes accounts payable and receivable, processes payroll, performs cash receipting, prepares cash deposits, reconciles bank and investment accounts, records journal entries, and tracks distribution of petty cash.
2. Performs internal and external finance reporting including distribution of monthly budget and finance reports, payroll liability and tax reporting, and reporting of building division surcharges. Tracks expense accounts and provides reports and information as needed and requested. Performs title company lien searches.
3. Provides documents and reports required for completion of periodic financial and payroll audits.
4. Performs tasks associated with annual employee health insurance open enrollment and renewal of workers compensation insurance. Assists employees with health insurance and workers compensation issues.
5. Answers and transfers telephone calls for all departments. Meets the public, gives information, issues permits and licenses, answers inquiries and complaints, and refers inquiries to the appropriate parties. Facilitates work order follow up.
6. Assembles agendas, resolutions, ordinances, packets, and other documents for public meetings, including City Council and Planning Commission as assigned. Prepares and maintains minutes and records of proceedings.
7. Maintains public records in accordance with public records laws, as assigned. Posts public notices as assigned.

8. Performs a variety of administrative office support tasks including ordering and distributing office supplies; arranging for office equipment maintenance and repair; and processing incoming mail.
9. Performs general customer service activities, serves as back up to water clerk as needed and/or assigned.
10. Follows all safety rules and procedures for work areas.
11. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
12. Performs other related duties as assigned.

Screening Criteria

Education and Experience:

- An Associate's Degree in accounting, business, or related area;
- AND One year general bookkeeping experience, including some customer service experience;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record may be required. Permit technician license preferred.

Knowledge of: Broad knowledge of bookkeeping principles, procedures, and practices including fund accounting, accounts payable, accounts receivable, and payroll. General knowledge of employee benefits and human resources principles. General knowledge of state building codes as specifically related to permit processing. General knowledge of planning and zoning concepts and principles. Knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

Skills: Strong computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Interpersonal skills. Excellent customer service skills. Strong organizational skills. Skill in performing bookkeeping functions/calculations and preparing reports.

Ability to: Ability to follow oral and written instructions; prioritize tasks/workloads; complete assigned tasks with little functional oversight; and meet deadlines. Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to pass a criminal background check. Ability to meet the physical demands of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable*

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 5 pounds, occasionally move material up to 25 pounds, and rarely move material over 25 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating office equipment such as computers, keyboards, 10-key, telephones and other standard office equipment. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing 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 position, the employee is primarily working indoors in an office environment. The employee is not exposed to hazardous conditions. The noise level in the work environment is usually moderate and lighting is adequate.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name

Incumbent Signature

Date

Supervisor Name

Supervisor Signature

Date

Date Revised: January 2018

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