

City of Oronoco
Position Description

Finance Clerk

DEPARTMENT:	Finance and Administration
FLSA CLASSIFICATION:	Full-Time, non-Exempt
REPORTS TO:	City Administrator
SUPERVISES:	None

DEFINITION: Performs administrative and accounting duties related to the management of finances and accounting according to GAAP & GASB. Duties include, but are not limited to, management of all accounting functions, payroll, and accounts payable. Responsible for utility billing functions of the city including billing, collections, shutoff notifications, and maintenance of resident's accounts. Work is performed with considerable independence under the general supervision of the City Administrator and the Deputy Clerk, with an emphasis on cross-training.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS:

1. Prepares mandated State, Federal and other financial reports including sales and use tax reports.
2. Monitors and ensures compliance with all state and federal regulations governing utility billing and interpreting City ordinances, policies, and Minnesota Statutes as related to utility services.
3. Generates all monthly utility billings and review for completeness and accuracy; including residential, commercial, industrial, irrigation, seasonal heat, final bills, past due notices, disconnect notices and budget billings; re-calculates billings which have been issued in error and adjusts as necessary.
4. Prepares financial records for annual audit and coordinates annual audit with auditors. Files annual reports with Office of State Auditor.
5. Maintains the General Ledger Accounting System.
6. Writes and prepares Management Discussion & Analysis (MD&A) and audit/financial reports in conjunction with auditors.
7. Prepares and maintains general and enterprise fixed asset accounting records including depreciation.

8. Data entry – codes, posts and reconciles Fund Balance accounts payable, cash receipts, general ledger and payroll modules.
 9. Assists with preparation of such items as the City insurance application and annual budget; prepares or assists with preparation of other reports such as Tax Increment Financing, grants, etc.
 10. Maintains financial software.
 11. Provides research and assistance to Administrator, City Council and EDA.
 12. Prepares financial reports for Council packet; attends Council, Staff, Committee & Commission meetings as requested.
 13. Complies with health and safety policies and continuing education for accounting practices according to GAAP and GASB.
 14. Receives telephone calls and assists walk-in individuals concerning utility billing and other City matters.
 15. Aids in the preparation of monthly and annual reporting, including financial and statistical data.
 16. Works with the City Administrator to prepare Capital Improvement Plan.
 17. Works with the City Administrator to Support Economic Development Authority (EDA)/Economic Development Activities.
 18. Other clerical, financial, and organizational duties as may be assigned.
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REQUIRED KNOWLEDGE AND ABILITIES:

1. Possess excellent written and oral communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work.
 2. Strong knowledge of Microsoft Excel formulas.
 3. Knowledge of General Ledger structure.
 4. Knowledge and ability to maintain records and files.
 5. Knowledge of computers and computer software that includes Financial Software Applications, Microsoft Office Applications, and other software applications used in municipal government.
 6. Thorough knowledge of principles and practices governing all aspects of public finance and governmental accounting. Including data privacy requirements, laws, and rules as it pertains to job assignments.
 7. Thorough knowledge of Governmental Accounting Standard Board (GASB) statements and financial reporting requirements.
 8. Ability to provide excellent customer service.
 9. Ability to assign, delegate, monitor work, and supervise staff.
 10. Ability to maintain confidentiality.
 11. Excellent typing skills and 10-key ability.
 12. Effective problem solving and analytical skills.
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MINIMUM QUALIFICATIONS:

1. Associate degree in accounting or related field. Three years of experience in government finance may substitute for degree.
2. Two years of experience in the accounting field.
3. Experience in an office setting and providing customer service.

PREFERRED QUALIFICATIONS:

1. Experience in municipal government, preferably working with utilities.
 2. Experience with various software computer programs, including utility billing software.
 3. Experience preparing or auditing comprehensive financial reports.
 4. Experience in budget preparation and capital planning.
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WORK SCHEDULE:

The typical work hours for this position are 7:00 a.m. to 4:00 p.m., Monday-Thursday and 7:00 a.m. to 11:00 a.m. on Friday. Additional hours may be required for attendance at City Council meetings and other meetings as necessary.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Oronoco.

Employee Signature

Printed Name

Date
