

CITY OF SUTHERLIN
Job Description
FINANCE & ADMINISTRATION TECHNICIAN

DEPARTMENT: Finance and Administration Departments

REPORTS TO: Finance Director

Department: Finance Department
Union Position

Class Number: Full Time
Location: City Hall

CHARACTERISTICS OF THE CLASS:

1. This is a new utility position created for the purposes of primarily providing administrative and clerical support to Administration and Finance Departments.
2. More specifically, this position is expected to perform a variety of administrative, clerical and professional work first and foremost in supporting the Finance, Administration, to include the City Manager. Additionally, this is a newly created administrative support position in which some specific duties will be developed and assigned over a period of time as currently unknown circumstances and opportunities arise and as the workload of other departments are realized.

NOTE: It is not the intent of this description to list *all* tasks expected in this position. Tasks listed below 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.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director.

ESSENTIAL FUNCTION TASK STATEMENTS/DUTIES AT THIS TIME:

1. Acts as City Hall receptionist, receiving public, directing callers, and answering public inquiries; taking payments for Finance Department and fulfilling other support responsibilities such as Accounts Payable and Utilities. Where time is allowed this position may be asked to assist Administration with specialized tasks.

Some specific duties may include providing assistance with the following:

- a. Audit; annual budget preparation; and related work as required.
 - b. Maintenance of financial records, Special Ledgers and Accounts Payable/Receivable.
 - c. Preparing accounts payable and accounts receivable journals for all funds.
 - d. Utility and Court payments and inquiries.
2. Types and/or composes correspondence from information supplied by rough draft, dictating equipment or written or oral instructions, using personal computer for word processing and other programs as necessary; applies knowledge of administrative and clerical operations and judgment in preparing material as to format and content.

3. May help to prepare agendas, and from time-to-time, attends various meetings and types minutes; notifies public and committee members of meetings with email/mailings of all pertinent information as required. Assembles, posts to, and maintains a variety of files and records, including purchase orders, personnel records, meeting minutes, legal records and associated documents and other similar material; maintains confidentiality as to information and records.

4. Opening the daily mail for Administration & Finance, retrieving payments from payment box daily, taking and entering utility and municipal court payments, filing weekly accounts payable reports, and processing service requests for repair, turn-on and turn-off orders, distribute daily mail run to appropriate departments.

5. Operates various office machines in performance of assigned tasks, such as copy machine, 10-key, digital tape recorder, computer, including word processing, spreadsheets, and general ledger accounting programs.

6. Performs other office administrative tasks such as filing, project tracking, budget copying, scheduling, assigned area cleanliness, organizing, preparing and/or organizing informational materials as directed; coordinates the research, data collection, and preparation of communications, reports, and other written or visual material needed for public presentations or special projects.

7. May be asked to assist other administrative personnel in arranging meetings, appointments, advertisements, employee and applicant interviews and tests; works cooperatively with outside agencies in scheduling and arranging meetings and conferences.

OTHER IDENTIFIED TASK STATEMENTS/DUTIES:

1. Operates a vehicle to run errands.
2. May serve as a member of various staff committees as assigned.

PERIPHERAL DUTIES:

May serve in backup capacity for other support staff in the event of vacation or sick leave or as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

KNOWLEDGE:

- Microsoft Office, Computers and electronic data processing;
- Office practices and procedures;
- Business English, grammar, spelling, punctuation, and composition;
- Public relations techniques and effective public service policies.

SKILL:

- Typing
- Operation of 10-Key

- Operation of personal computer
- Microsoft Word, Excel, Outlook and Access
- General Ledger Accounting Software
- Operation of Digital Recorder, copying equipment
- Operation of FAX machine, multi-line telephone
- Operation of motor vehicle.

ABILITY:

- Kindly greet customers in person and on phone;
- Derive pertinent information from people;
- Learn departmental policies and procedures;
- Learn departmental record and filing system;
- Understand and follow oral and written instructions;
- Make decisions independently in accordance with established policy;
- Perform recurring tasks with little supervision;
- Complete new tasks with limited supervision;
- Learn Windows software and other personal computer programs and software assigned;
- Learn to apply departmental policies and procedures in preparing material as to format and content;
- Work cooperatively and effectively as a team member;
- Work harmoniously with public, co-workers and supervisors;
- Work under pressure while remaining composed and effective;
- Learn operation and maintenance of copy equipment;
- Learn operation of radio base station for communication;
- Be able to handle occasional verbal abuse from public;
- Organize and plan own work schedule to meet work flow demands in timely and efficient manner;
- Maintain confidentiality regarding organizational and departmental records and information;
- Assess organizational needs for format and supply of departmental forms, materials and supplies;
- Effectively communicate and cooperate verbally and in writing, with public, staff, business community and development entities;
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making;
- Perform essential functions of this position with or without accommodation.

TOOLS AND EQUIPMENT USED:

Keyboard, personal computer, including Microsoft and other data base software, 10-key, multi-line phone; copy machine, fax machine, motor vehicle (with valid driver's license or the ability to obtain one and a good driving record for insurance purposes).

PHYSICAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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

2. The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk, hear, use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must and/or move up to 25 pounds; kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT:

1. 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.
2. The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from public.

MINIMUM QUALIFICATIONS:

Proficient in Microsoft Word; one year experience in office and secretarial work; training in secretarial and office practices and personal computers; or any equivalent combination of related education and experience which demonstrates provision of the knowledge, skills, and abilities listed above.

ADDITIONALLY, No employee shall impose a direct threat to him/herself or others.