



**City of Klamath Falls**

**Position Description**

Position: Finance Assistant	Group: Non-represented
Department: Finance & Business Services	FLSA: Non-exempt
Evaluated by: Finance & Business Services Director	Salary Grade: 115

**Summary**

Under the supervision of the Finance & Business Services Director, the Finance Assistant is a non-exempt position under FLSA. Under the direction of the Finance & Business Services Director, performs an array of accounting, administrative and clerical work. This is a part-time, non-supervisory position.

**Distinguishing Career Features**

The Finance Assistant is a position that assists the Finance Manager with day-to-day accounting, administrative, and clerical needs of the Finance Division.

**Essential Duties and Responsibilities**

- Daily deposit reconciliation and deposit transport to banking institutions
- Prepare general ledger journal entries for recurring, routine transactions from source documents
- Assist with Accounts Receivable and Accounts Payable invoice processing
- Assist with Accounts Payable reconciliations
- File, copy, and print documents
- Assist with archiving and destruction of Finance records including confidential payroll records
- Assist other departments with administrative tasks

**Qualifications**

▪ **Knowledge and Skills**

Basic accounting practices; Microsoft Office Suite. Using basic office equipment such as a computer, multiline phone, calculator, and copy/scan/fax machine. Preparing documents in Microsoft Word and spreadsheets in Microsoft Excel.

- **Abilities**

Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals; compute rate, ratio and percent; read and comprehend instructions, correspondence, and memos including safety rules, policy and procedure manuals; write simple correspondence; effectively present information one-on-one or in small group situations to other employees or the organization; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to analyze and resolve complex problems involving several variables in standardized situations.

- **Physical Abilities**

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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

- **Education and Experience**

Completion of standard high school education or equivalent; accounting/bookkeeping and clerical experience, preferably with a governmental entity; experience with computerized accounting systems; demonstrated proficiency with ten-key by touch; and typing skills of 60 WPM.  
  
Desired: A.A. Accounting

- **Licenses and Certificates**

Will consider licenses and certificates relative to the position.

- **Preemployment**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

- **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 qualified individuals with disabilities to perform the essential functions. The duties of this position are performed in a well-lighted, temperature-controlled office environment. Exposure to cleaning chemicals and various office-related odors. The noise level in the work environment is usually quiet.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.