



FINANCE ASSISTANT

DEPARTMENT/DIVISION: Finance

GRADE: N/A

GROUP: Non-Represented-Confidential/ Part-Time – No Benefits

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: July 2018

SUMMARY

An employee in this position works under the immediate supervision of the Finance Manager. The position performs an array of accounting, administrative and clerical work.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- 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

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION REQUIREMENTS

Education and/or 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. Degree in Accounting.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Basic accounting practices; Microsoft Office Suite.

Skill in:

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.

Ability to:

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 DEMANDS

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.

WORK ENVIRONMENT

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 work is performed in a temperature-controlled, well-lit office.

The noise level in the work environment is usually quiet.

Exposure to cleaning chemicals and various office-related odors.

The City of Klamath Falls is an Equal Opportunity Employer (EOE). 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.