

DESIRABLE REQUIREMENTS: Previous experience in municipal government position. Knowledge of specific computer software utilized by department.

ORGANIZATION: City of Rainier, OR
DEPARTMENT: Administration

Location: Rainier, OR
DATE: November 18, 2024

JOB TITLE: Finance Clerk

ESSENTIAL JOB FUNCTIONS:

Maintain adequate fiscal accounting/financial reporting system in a manner consistent with established and accepted municipal accounting principles and practices to provide adequate revenue, expenditure, and statistical data for management purposes and to meet statutory requirements. Provide financial analyses and statements as requested by Council or Mayor.

Maintain adequate cash-flow for all City operations to meet operational needs. Invest surplus funds to the LGIP account.

Provide budget data including projected revenue and expenditure forecasts. Assist Department Heads in monitoring expenditures in relationship to approved City Budget and assist in correcting discrepancies and recommending appropriate budget options.

Participate in annual City audit, working directly with auditors.

Balances Council approved bills with computer generated invoice batches.

Maintain personnel and payroll records. Prepare payroll, leave records and reports. Maintain and process workers compensation, unemployment, insurance and other fringe benefit records.

Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, from time sheets and other records.

Compiles data for salary survey comparisons, computes cost of benefits for labor negotiations.

Prepares computer input forms, enters data into computer files, or computes wages and deductions and posts to payroll records.

Reviews wages computed and corrects errors to ensure accuracy of payroll. Prepares and issues paychecks.

Records changes affecting net wages such as exemptions insurance coverage, and various payroll deductions for each employee to update master payroll records. Maintain and process workers compensation, unemployment, insurance and other fringe benefit records.

Coordinate enrollment of new employees and application processing for PERS.

Provide clerical and financial support to City Administrator and Department Heads as required.

JOB TITLE: Finance/City Clerk (cont.)

Follow all safety rules and procedures established for work areas.

Performs other duties as required.

AUXILIARY JOB FUNCTIONS:

Provide clerical support and back-up to other related positions as workload or staffing levels dictate. Answers payroll and insurance related questions for employees. Answers personnel related questions for public. Administers payroll related employee benefit programs such as health insurance leaves, retirement, etc. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Advanced knowledge of accounting methods, office procedures and methods, accounting methods, computer software, business, principles of personnel practices, etc. Equivalent to high school plus additional specialized training. Over one year experience involving accounting, office management, maintaining financial records and personnel duties, or any satisfactory combination of experience and training.

DESIRABLE REQUIREMENTS: Previous experience in municipal government. Knowledge of specific computer software utilized by department. Previous experience in direct customer contact position.

PHYSICAL DEMANDS OF POSITION: 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Duties involve moving materials weighing up to 10 pounds on an infrequent basis. Manual dexterity and coordination are required less than percent of the work period.

WORKING CONDITIONS: Usual office working environment.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function of this position.

SUPERVISION RECEIVED: Works under the general supervision of the City Administrator.