

Job details

City Treasurer / License Office Assistant

Salary 30k to 35k
Job Type Full-time

Full Job Description

Description

CITY OF LOUISIANA, MISSOURI
JOB POSTING OPEN UNTIL FILLED

SALARY 30k to 35k

Please visit our website.

The purpose of this job is to perform financial activities associated with cash management, budgeting, and financial accounting/reporting for the City. Duties and responsibilities include: accounting activities; managing receipt of revenues; implementing and maintaining cost controls; and assisting with budget development and related activities, accounting of grants, assisting the License Office Director

Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Daily/ Weekly

Scan into axis and record into Daffron accounts receivable, including making general journal entries for credit cards or moving things to correct accounts and making sure funds are deposited into the correct accounts

Enter into Daffron and Pay all accounts payable and scan all accounts payable into Axis Transfer money to/from correct restricted accounts

Verify all general ledger accounts that should have zero balances and if not find out why and fix problems, enterprise and city side

Verify balance on general account and make sure that sufficient funds are available, if not transfer money from other account s

Payroll for all weekly employees through Daffron, including transfer of money, EFTPS payments, and break out for enterprise employees also scan all into axis

Assist other staff (city and enterprise) figure employee time to make sure information is correct

Assist in the administration of the time clock for new employees and current employees

Make sure all garnishments, employee insurances, other payroll deductions are entered

correctly into Daffron and pay on weekly basis

Administer all Cemetery purchases/burials/ transfers and record into Foxpro, google drive and the cemetery map in adobe and record with Pike County Recorder

Assist enterprise in problems with Masterlinx and advise how to fix appropriately

Assist in License Office for second on CDL license and wait on customers when needed, also answer questions from the license office clerk to help license office customers

Assist City Collector with questions or problems and other duties when needed

Assist City Clerk with all duties including HR duties when needed

Notarize documents for city and customers when needed Assist

water office when help is needed for all tasks

Work with auditors on any questions or issues as they arise Issue,

scan and record all W-9s for any 1099 vendor

Assist City Administrator with any financial information or reports for grants, restricted funds or any questions

Monthly/ Quarterly

Reconcile meter deposits for enterprise for the month to verify accuracy, help find and fix problems when reconciliation is off

Reconcile employee attendance records on google drive with Daffron to verify accuracy and fix problems when reconciliation is off

Print bank statements for city and enterprise bank accounts

Reconcile city bank accounts with monthly statement through Daffron, fix any issues and scan into axis

Verify accuracy of enterprise bank accounts and sign off if accurate, if not accurate advise on how to fix or fix the problems

Reconcile employee insurance deductions with insurance bills to verify all amounts paid are correct and scan into axis

Close AP, AR, CIS and General Ledger for month, scan all reports to axis. Make journal entry for postage and COP Interest for the month, scan into axis

Report and pay state withholding for payroll for month and prepare Federal 941 for quarter

Prepare, distribute and scan all financials (city and enterprise) for the month

Prepare, distribute and scan all warrants (city and enterprise) for the month

Breakout use tax and distribute funds into correct accounts

Prepare monthly invoice for Enterprise for the bills that the city had paid for them for the month

Assist Enterprise staff in preparing monthly sales tax report and payment, trash report and payment and primacy fee report and payment, etc.

Attend City Council meeting for questioning or reporting purposes

Design any new statements that are needed within Daffron for reporting purposes and update as needed the ones already designed

Verify the fuel tax credit received from fuel suppliers is accurate

Payroll for all monthly employees (fire and city council) through Daffron, including transfer of money, EFTPS payments, and break out for enterprise employees also scan all into Axis.

Semi-annually/ Yearly

Prepare financials for newspaper semi-annually

Prepare and work with auditors for yearly financial audit and record adjusting entries for the year

Prepare and work with work comp auditors for annual work comp audit in April

Compare and verify accuracy of work comp yearly invoice and breakout by department and invoice enterprise for their departments

Assist with vehicle insurance yearly invoice verification

Work with employee health insurance provider and prepare employee costs statements and insurance selections for all employees yearly

Report yearly audit to Missouri Auditor

Prepare and report court certification and fines addendum to state of Missouri yearly

Report and prepare initial budget and mid-year budget for City Administrator Work

with City Administrator on yearly budget and mid-year budget

Enter yearly budget and mid-year budget into Daffron

Assist in verification addition/deletion of city equipment and general liability insurance information

Other Duties As Needed

Verification for Lagers on past employees pay

Minimum Training and Experience Required

Bachelor's Degree in Accounting, Finance, or closely related area required, and/or prior experience in local governmental accounting activities, auditing, or related areas. Experience with governmental budgeting; analysis and reporting financial data,

Knowledge and skills necessary to successfully perform the job functions include: thorough knowledge of the policies, procedures, and activities of the City and Finance Department and practices relating to the job. Has thorough knowledge of practices as necessary in the completion of daily responsibilities. Knows how to keep current of changes in policy, methods, systems operations, equipment needs, etc. related to departmental operations and activities. Is able to effectively communicate and interact with supervisors, elected officials and members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has effective organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages, fractions and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

BENEFITS:

- Paid Holidays
- Vacation
- Sick Leave
- Group Health & Life Insurance
 - Medical
 - Vision
 - Dental
 - Life and AD&D
- Retirement (Pension) Program

(ADA) Minimum Qualifications or Standards Required to Perform Essential Job Functions

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which includes a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative, financial and/or legal information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of City Treasurer. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of City Treasurer.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of City Treasurer.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

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