



Finance and Personnel Technician Administration

ADM/3

JOB SUMMARY

This position performs technical duties in support of the city's financial accounting and personnel functions.

MAJOR DUTIES

- Prepares daily bank deposits.
- Maintains the Emergency Telephone System fund, SPLOST III and Sewer Capacity bank accounts.
- Prepares month and journal vouchers.
- Reimburses the petty cash fund.
- Ensures the timely and proper payment of payroll taxes.
- Assists the City Manager with the budgetary process.
- Enters and processes payroll data.
- Enrolls participants in health insurance.
- Schedules pre-employment and random drug screens.
- Publishes job advertisements to the city website.
- Processes employee deductions.
- Assists Directors with the interview and hiring process.
- Answers telephones and greets visitors; provides information and assistance; processes utility and tax payments.
- Maintains the city's mobile phone account.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Generally Accepted Accounting Principles.
- Knowledge of city accounts payable processes.
- Knowledge of human resources policies and processes.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Clerk assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city personnel policy, payroll tax guidelines, generally accepted accounting principles, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to provide technical support for the city's financial and personnel functions. Success in this position contributes to the efficiency and effectiveness of all city operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, applicants, vendors and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.