



**Office of the City Auditor
Head Administrative Clerk - Full Time
Job Posting December 3, 2021
INTERNAL FOR 7 DAYS**

Reporting Relationship

Reports directly to the City Auditor.

Job Description/Functions

In general, provides various clerical and administrative duties relating to: (a) the processing of receipts for recording in the city's general ledger, and (b) the daily functioning of the office of the City Auditor.

- Reviews and enters cash receipt data into the MUNIS accounting system.
- Research individual payments as needed to verify proper revenue codes and other data prior to allowing receipts to be entered into the MUNIS accounting system.
- Ensures that weekly cash receipts totals balance with the Treasurer's Cashbook.
- Reconciles cash with Treasurer's Cashbook.
- Develops organized files of all receipts for archival purposes.
- Sets up new funds and revenue codes in the MUNIS accounting system for new grants awarded to the city.
- Reviews and enters invoice data in MUNIS accounting system for placement on accounts payable warrants
- Prepares requisitions for the purchase of goods and services and for the payment of invoices pertaining to City Auditors Office.
- Reviews weekly payroll to verify proper rates and other data prior to posting in MUNIS.
- Maintains detailed Excel spreadsheets pertaining to historical and current pay rates for payroll verification process.
- Prepares and disseminates financial reports to City Departments as well as external auditors.
- Regularly provides other clerical support for the City Auditor as required.

Education, Experience and Skill Preferences

- Associate degree in business management or similar field. (*Municipal experience may replace education.*)
- Three years' experience as a support staff member in a financial administration department, preferably in a municipal environment.
- Experience in the use of integrated computerized accounting software; MUNIS, specifically, is a plus.
- Experience with Microsoft Excel and Word at the intermediate level.
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(The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Civil Service Status: No

Employment status: Regular

Hours: 35 hours per week, Monday-Friday between 8:30 am -4:30 pm

Pay rate: \$23.2683/hourly (NAGE); paid biweekly

Employee Benefits: City of Holyoke

Reports To: City Auditor

-Please respond by email only (Personnel@Holyoke.org) within fourteen (14) days of the posting date above to Personnel Administrator, City Hall, 20 Korean Veterans (Suite 205) Plaza Holyoke, MA 01040

To be posted internally for seven (7) working days in consistent with NAGE. *Katie McCoy - Treasurer*

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.