



CITY OF WILLAMINA Classification Description

Job Title:	Finance Assistant
Salary Range:	\$23.89 - \$26.89 per hour
Department:	City Hall
Reports to:	City Manager
FLSA Status:	40 Hours/Week, Non-Exempt
Remote Work:	Available for portion of work upon approval.
Union Status:	LiUNA Local 737

SUMMARY: Performs a variety of financial and administrative support functions of considerable complexity or of a sensitive nature. Acts as back-up to front office positions. Positions at this level are expected to be fully aware of all operating procedures of the Finance department and perform them with a high degree of independent judgement.

SUPERVISION: Receives direct supervision from the City Manager. Supervision of other employees is not a normal responsibility of this position. May exercise limited direction over clerical employees or volunteers engaged in a variety of clerical tasks upon direction of supervisor.

WORKING HOURS: Scheduled Monday through Friday; additional participation in after-hours work-related meetings or activities may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other related duties may be assigned.

- ❖ Works with supervisor to develop and manage accounting policy and procedures, internal controls and operation manuals for accounting systems, utility billing, payroll process, accounts receivable, cash, accounts payable, liens, special assessments, system development charges, fixed assets, debt, grants, monthly and year-end close. Maintain a high level of professionalism, efficiency and accuracy of the financial operations.
- ❖ Responsible for accounts payable and cash disbursements, reviewing cash deposits, monitoring cash flow, managing vendor accounts, etc.
- ❖ Responsible for managing and processing monthly utility billing.
- ❖ Assists the Finance Manager in grant administration, preparing financial reports, preparing and executing financial audit, reconciling accounts, etc.
- ❖ Assists the Budget Officer with the preparation of the annual Budget consistent with Oregon Revised Statutes, under guidance of the Finance Manager/CPA.
- ❖ Performs a variety of administrative support including drafting correspondence, coordinating meetings and travel arrangements, processing documents, and maintaining files.

- ❖ Manages the City Website and social media.
- ❖ Extensively operates a personal computer requiring proficiency in a variety of software programs including word processing, spreadsheet, and database programs.
- ❖ Cross-trains and acts as backup to Finance & HR Manager. May be cross trained to back-up other staff as necessary.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE: Minimum three (3) years of experience in office work, including administrative experience with progressive responsibility in accounts payable/finance. High school diploma or general education degree (GED) including specific training in office practices and general clerical skills. May require specific experience or training in a specialized field. Any satisfactory equivalent combination of education and experience which ensures the ability to perform the work.

KNOWLEDGE, SKILLS & ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the ability to understand and follow moderately complex directions.

- ❖ **Customer Service:** Ability to manage difficult or emotional customers, respond promptly to customer needs or questions, and problem solve solutions to customer needs. Expected to be courteous and cooperative with all staff, volunteers, patrons, contractors, community members and elected officials at all times.
- ❖ **Language Skills:** Ability to read and interpret written information such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write clearly and informatively and edit work for spelling and grammar. Ability to speak effectively before groups of customers or employees of an organization.
- ❖ **Mathematical Skills:** Ability to add, subtract, multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- ❖ **Computer Skills:** Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook). Ability to navigate the Internet.
- ❖ **Other Skills and Abilities:** Ability to work independently and make informed decisions. Assignments may be general in nature requiring the ability to independently plan and prioritize work processes. Thorough knowledge of standard office procedures. Ability to operate standard office equipment including personal computer, calculator, multi-line telephones, etc. Demonstrated ability to use tact and diplomacy when dealing with the public and elected officials. Ability to establish, maintain and foster positive working relationships with all City departments, co-workers, public officials, community members, and other contacts. Ability to maintain the highest level of confidentiality at all times.

LICENSING AND OTHER REQUIREMENTS: Must pass a criminal history background check. This position may require fingerprinting as required by Oregon Revised Statutes.

This position requires the use of a personal or City vehicle for City and Library business. Individuals must be physically capable of operating the vehicle safely, possess a valid Oregon Driver's license (or be able to secure one within one (1) month of the hire date) and have an acceptable driving record. Additional trainings, licenses, or certificates may be added.

PHYSICAL DEMANDS & 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 individuals with disabilities to perform the essential functions.

Work is performed in an indoor office setting, from within a vehicle, and outdoors in all weather conditions. On occasion, inspection work may be performed in unsanitary and unpleasant environments. On rare occasions, may be required to work long hours in emergency situations.

The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and other activities using a computer keyboard.

The position requires near and far vision in reading correspondence, data and using the computer. Acute hearing is required when providing customer service. The need to lift, drag, and push files, materials boxes, paper and documents weighing up to forty [40] pounds is also required.

The duties listed above are intended only as illustrations of the diverse types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EEO STATEMENT: The City of Willamina embraces diversity and are committed to creating an inclusive environment for all employees. The City of Willamina is an equal opportunity employer and does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.