

CITY OF NEEDLES
POSITION DESCRIPTION

<u>Position Title:</u>	Finance Assistant	<u>Job Classification:</u>	CLASSIFIED
<u>Department:</u>	Finance	<u>Position Wage Range:</u>	85 (\$21.77-\$27.78)
		<u>Prepared:</u>	07/08/15
		<u>Revised:</u>	08/12/15

POSITION PURPOSE: Performs a variety of complex professional accounting duties in municipal, and in utilities (water, wastewater and electric). Position may supervise subordinate accounting personnel. Participates in budgeting and technical accounting work, and utility reporting. Prepares and tracks monthly and annually, all regulatory reports and financial statements.

REPORTS TO: Director of Finance

EXAMPLES OF RESPONSIBILITIES (may include but not limited to):

- a) Assist Finance department by providing administrative and financial support.
- b) Work closely with Electric, Water and Wastewater Department Managers in utility department budget preparation.
- c) Provide reports and information regarding the status of financial accounts and funds.
- d) Participation in the preparation of financial statements; prepare a variety of financial reports and statements to illustrate disbursements and accounts balances.
- e) Audit invoices, purchase orders, payable records and statements covering the City's financial status.
- f) Assist in the audit process by independent auditors, which will include preparation of special reports as requested by auditors.
- g) Examine and verify financial documents, classified and code accounting source data, and make adjusting and closing entries.
- h) Research, compile and analyze data for special projects and special reporting.
- i) Assists in the front office operation, under the direction of the Business Office Manager.
- j) Assist in the preparation of the month end closing process which shall include development of general ledger trial balances and maintenance of budgetary and accounting controls.
- k) Assist with computer programs and training of staff as necessary on new programs and systems.
- l) Perform other related duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

- a) Four years of increasingly responsible experience in accounting or auditing work. Knowledge of utility accounting would be a big plus.
- b) Strong leadership abilities and strong oral and written communication skills.
- c) Knowledge of budget preparation and administration.
- d) Some knowledge of municipal government accounting, auditing, and finance.
- e) Ability to operate a personal computer including high proficiency in Microsoft Excel and Word; other applications would be a plus.
- f) Ability to work independently in the absence of supervision.

- g) Strong mathematic skills and ability to perform financial calculations.
- h) Knowledge of current office methods and practices, including typing, filing, and business correspondence.
- i) Must be able to supervise, plan and schedule moderately complex projects, and be able to establish effective working relationships with contractors, customers, and management.
- j) Any combination of experience and training that would provide the required knowledge and abilities described in this job description.
- k) A Bachelor's degree from an accredited college or university with major course works in accounting would be a plus.
- l) Must possess a valid state driver's license.
- m) Ability to pass pre-employment physical and drug test.

GENERAL:

This position description is not intended to be all inclusive, and employee will also perform other reasonably related duties as assigned by management. The City reserves the right to revise or change position duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.