

JOB ANNOUNCEMENT

The City of Cordova is accepting applications for a full-time exempt

Finance Management Assistant II

Salary Scale: \$55,249.50 – \$81,109.18 annual, DOE, plus benefits

First Review of applications: September 10, 2019

Applications & additional information at City Hall or call 424-6200.

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION TITLE: Finance Management Assistant (II)
Serves a 12 month probationary period

DEPARTMENT: FINANCE

SUPERVISOR: DIRECTOR OF FINANCE

CLASSIFICATION: EXEMPT; SALARIED POSITION

POSITION SUMMARY: Performs moderately complex accounting transactions, including payroll and accounts payable.

ESSENTIAL FUNCTIONS:

1. Works with the Finance Management Assistant I position which includes payroll preparation. Payroll: Prepare payroll each pay day, following Caselle checklist, issue pay checks, and make direct deposits, prepare all relevant reports for the permanent record, prepare all payroll related state and federal quarterly reports for finance director review and signature, balance year end reports, prepare and issue forms W-2.
2. Works with the Human Resources Administrator detailing leave accrual, pay increases, retirement and other benefits, and reconciliation of benefits with the books, as needed.
3. Works in tandem with the Finance Management Assistant I position whose duties also include: Accounts Payable: Processes and reviews all purchase orders, maintains purchase order database, processes vendor invoices, requests for payment and checks to vendors in a timely manner, works with the finance director to reconcile AP journal to GL, issues 1099s to appropriate vendors at year end.
4. Assists in Filing: Maintains a well-organized filing system to include: all accounts payable related reports, purchase orders, invoices, accounts payable checks disbursed, and all other related reports as required.
5. Possess the ability to conduct research as required and provides administrative and technical assistance for Finance Department.
6. Draft, organize, compose, and prepare reports for Finance Department, as needed.
7. Coordinate and manage projects for Finance Department, as needed.
8. Exercise considerable judgment and initiative when independent action is required.

OTHER RESPONSIBILITIES:

1. Works directly with Director of Finance in matters of a confidential nature. Keep confidential records of Finance Department concerns.
2. May serve as backup to front desk as needed.
3. Cross-trains in all other Finance Department positions and provides supervision and direction for the work of other Finance Department employees, as necessary.
4. Train and assist other Finance Department staff in the administration of miscellaneous accounts receivable, sales tax, monthly reports, and citizen contact.
5. Assists with annual Department budget and overall agency budget as necessary.
6. Performs related work as required.
7. Works with the Human Resources Administrator in functions such as recruitments, onboarding, exit interviews, advertisements, prepares job descriptions, evaluates applicants, as needed.
8. Works with the Human Resources Administrator in work, related to medical, dental, vision insurance information and consulting with staff, as needed.
9. Works with the Human Resources Administrator in performing work, related to liability insurance, claims and consulting with staff, as needed.
10. Works with the Human Resources Administrator in performing work related to grants administration, as needed.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Minimum AA in Accounting or three years of accounting experience and five years bookkeeping experience.
2. Five years of recent Accounts Payable and Payroll experience in a municipal Finance department. Alaska preferred.
3. Ability to conduct independent research utilizing written and oral resources.
4. Ability to work with minimum supervision, establishing priorities, schedules and meeting deadlines.
5. Ability to maintain accurate and organized records.
6. Strong knowledge of computers and software used for municipal finance, specifically Caselle.
7. Knowledge of State and Federal regulations pertaining to municipal payroll and human resources.
8. Knowledge of accounting theory and methods.
9. Ability to use office equipment.
10. Ability to organize and prioritize workload; ability to meet deadlines.
11. Ability to understand and carry out verbal and written instructions.
12. Ability to maintain the utmost confidentiality.

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all of the position duties. 8/2019