

Assistant City Clerk/Finance Assistant

City of McPherson

Administration Department

POSITION SUMMARY

Under the supervision of the City Clerk, the Assistant City Clerk/Finance Assistant is a non-exempt position under the FLSA that works closely with the City Clerk and Finance Department by performing all functions and requirements established in support of the City Clerk. This position is responsible for assisting all aspects of the Kansas Records Act (KORA), Kansas Open Meetings Act (KOMA), maintaining official city records, ordinances, resolutions, contracts, and the municipal code. In addition, this position also provides citizen assistance, maintains city records, and assists the Finance Department. The ability and willingness to learn quickly is required. This position should possess excellent communication, organizational, accounting, and public relation skills.

ESSENTIAL FUNCTIONS

- Performs the accurate recording of the City Commission proceedings, preparation of minutes, recording, indexing and filing of public record, distribution of public information;
- Performs the preparation of the weekly commission meeting agenda;
- Maintains the custody of ordinances, other official documents, and other required records; Performs filing and codification of commission approved ordinances and resolutions;
- Manages the rental and scheduling of Lakeside Cabin and other request based public use locations;
- Handles the collection of para-transit receipts, disbursements, and reports;
- Maintains Cemetery Department records, including deeds, funeral and death records, sale of cemetery spaces, pre-payments;
- Handles all City licenses per municipal code and prepares all required documentation;
- Provides customer service and helps direct citizens to citizens and visitors to appropriate contacts within the organization. Fields questions, concerns, and complaints from the general public;
- Serves as the backup custodian of the City Seal; Administers Oath of Office to Governing Body and appointed personnel; Acts as liaison between the City and the County Election office;
- Performs general clerical duties, including opening and distributing mail, typing correspondence, and filing;
- Assists the City Clerk and Finance Department in preparing financial reports and financial statements in an accurate and timely manner;
- Assists the City Clerk as necessary;
- Regular attendance is required and expected to perform essential functions of position;
- Follows department policies and procedures.

• **Classification**

MARGINAL FUNCTIONS

- Serves as backup Freedom of Information Officer (FIO);
- Serves as backup for access to public records and information by citizens, civic groups, the media and other agencies;
- Maintains Finance Management room by updating records added/deleted;
- Participates in the yearly city financial audit and city budget;.
- Effectively conducts studies and investigations as assigned;
- Provides Notary services;
- Performs other duties as deemed necessary or assigned.

<i>Quick View</i>	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>KPERS:</u>	ELIGIBLE
<u>OSHA:</u>	
<u>WORKING CONDITIONS:</u>	

ADMINISTRATIVE/FINANCE ASSISTANT POSITION REQUIREMENTS

Experience: Three to five years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. Continuing education in a related field is expected. A degree in accounting, public administration, business, or related field is strongly preferred.

Technical Skills: A thorough knowledge of office procedures, computers, bookkeeping duties, and a working knowledge of mathematics is required. This employee must be able to operate computers, printers, calculators, photocopiers, and other office equipment. The ability to follow department policies and procedures, to interpret data, to prepare reports, and to interpret written instructions, proposals, reports, and financial statements is required. This employee should possess excellent accounting, organizational, public relation, oral and written communication skills.

Problem Solving: Limited problem solving is involved in this position. This employee encounters problems with errors in entering computer data, and errors associated with record keeping, interpretation of city codes and state statutes. Serious problems are reported to the Finance Director.

Decision Making: Independent decision-making is involved in this position. This employee makes decisions about providing citizen assistance, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Supervision: This employee works with regular supervision from the City Clerk and limited supervision from the City Administrator. This employee does not have supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is not responsible for city resources. This employee participates in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, and supervisory personnel, and occasional contact with the organization's governing body is expected.

Working Conditions: No adverse working conditions exist within this position. Working in an office setting with a computer is the primary aspect of this position.

Physical Requirements: Physical activity associated with working in an office setting is required to perform the daily duties of this position.

****The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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