

CITY OF WORTHING
JOB DESCRIPTION

JOB TITLE:	FULL TIME DEPUTY FINANCE OFFICER
REPORTS TO:	FINANCE OFFICER
CLASSIFICATION:	EXEMPT
PROBATION PERIOD:	SIX MONTHS
HOURLY WAGE:	D.O.E.

GENERAL STATEMENT OF DUTIES

- Oversees the collection of Utility payments and maintains records of such
- Enter water meter readings
- Prepares monthly utility bills
- Records Accounts Payable information and invoices in accounting software
- Assists with research and administrative issues
- Daily mail pick up
- Maintain front office
- Order office supplies/equipment and maintain records of such
- Assist in maintenance of city website
- Maintain City's social media accounts
- Other duties as assigned.

ADDITIONAL DUTIES ASSIGNED (RECREATION COORDINATOR)

- Create registration forms for summer ball/coed volleyball/cheer & dance.
- Take in registration fees for leagues
- Manage invoices and funds for Recreation Board.
- Talk with sponsors and donors for fundraisers and projects for park improvement projects
- Take minutes at Recreation Board meetings
- Other duties as assigned.

ADDITIONAL DUTIES ASSIGNED (SAFETY COORDINATOR)

- Research and implement new safety policies suggested by Safety Benefits, Inc
- Record any safety training completed by employees
- Register employees for required safety training
- Keep inventory of safety equipment
- Host monthly safety meeting for employees

ILLUSTRATIVE EXAMPLES OF WORK

- Calculate monthly utility bills, distribute UBs to customers, record payments and meter readings
- Answer phones, greet customers and citizens
- Enter monthly vendor information and invoices into accounting software

- Operating various types of equipment to include photocopier, telephone, fax machine, computers, calculator, etc. associated with an office setting.
- Maintain records of office equipment/supplies and advise Finance Officer of needs

DESIRABLE EXPERIENCE AND TRAINING

- Ability to communicate effectively-orally and written
- Ability to demonstrate good organizational skills
- Ability to establish and maintain effective working relationships with employees, auditors, and county officials
- Ability to problem solve and draw valid conclusions
- Motivated, self-starter

OTHER REQUIREMENTS

- High School Diploma or GED
- Valid South Dakota driver's license, which permits the operation of applicable vehicles and equipment
- Must submit to a background check

CERTIFICATION

I hereby certify that I have read this job description and I accept the duties and obligations associated with the position.

Signature of Employee

Date