

## **Fiscal Assisant – AP (Accounts Payable)**

### **PAY**

- Starting pay is \$20.32 per hour. (Step 1 Grade E)
- 40-hour work week.
- The probationary period is the first 6 months of employment.
- You can choose to earn comp time in lieu of overtime. You are not allowed to have more than 40 comp hours at any given time.

### **BENEFITS**

- 13 ½ paid holidays.
  - New Year's Day
  - Martin Luther King Day
  - President's Day
  - Good Friday (1/2 day)
  - Memorial Day
  - Juneteenth
  - Independence Day
  - Labor Day
  - Veteran's Day
  - Thanksgiving Day
  - Thanksgiving Friday
  - Christmas Eve
  - Christmas Day
- Vacation as follows: 1-4 years- 2 weeks (10 days)  
5-19 years- 3 weeks (15 days)  
20 + years- 4 weeks (20 days)
- 4 hours accrued monthly sick leave- you may **NOT** use sick leave until out of the benefits eligibility period, which, is 6 months.
- Safety Day- if you stay injury free/accident free/no damage to city property you will receive 8 hours off with pay.
- Get Fit Program- If you participate and complete the number of hours required per week you will receive 4 paid hours off. This is quarterly based. You will need to keep track of your time and have a doctor's note to participate.

### **INSURANCE**

- The city pays 100% employee health insurance benefit.
- The city pays 90% of the family benefit for health insurance.
- The city offers a Flexible Spending Account (\$1,500 is the max or you can choose to do a lower amount).
- The city pays 100% dental insurance for employees and family.
- Vision Insurance is optional at the expense of the employee.
- The city has short term disability insurance for the employee only. You would receive 66 2/3 of pay up to \$1,000.
- The city has an Employee Assistance Program (EAP) at no expense to the employee.
- AFLAC is offered at the expense of the employee.

- The city carries life insurance for the employee/spouse/children as follows:
  - \$30,000- Employee
  - \$5,000- Spouse
  - \$2,500 each child
- The city offers additional life insurance to be paid for by the employee up to \$100,000 for employee, \$25,000 for spouse, and \$2,500 for each child at 100% expense to the employee.
- The city offers a 457 retirement plan 100% funded by the employee with no match.
- The city is a member of the Missouri Local Government Employees Retirement System (LAGERS) retirement program- 100% funded by the city. You must be vested (5 years) to draw retirement once you hit retirement age. The city participates in the L6 program.