



CITY OF UNION Job Description

POSITION TITLE: Fiscal Assistant -AP
DEPARTMENT: Administration
IMMEDIATE SUPERVISOR: Finance Officer

Job Summary

Responsible for the Accounts Payable for all City of Union departments.

This job requires skilled bookkeeping and clerical work in establishing and maintaining all records in accordance with the position.

This position also requires a level of cross training among office staff to assist when required assisting the Finance Officer and City Clerk.

Principal Duties and Responsibilities

- Receives invoices from department heads for payment.
- Produces checks and distributes them to vendors.
- Produce purchase order/invoices/statements/vouchers for all departments.
- Assist with weekly payroll when required.
- Prepare 1099 reports.
- Prepare end of year audit documents.
- Data Entry for Fixed assets.
- Data Entry for Asset Management Software.
- Maintain City Insurance (Mirma) property and heavy equipment schedules.

Additional Duties:

- Give and receive information requiring operational knowledge of departments.
- Answer phone and assist or forward to appropriate departments.
- Assist Utility Billing Clerk as needed. (Customer Service Needs).
- Assist with Mail duty.
- Any special projects or other related duties as assigned by the city clerk.

Minimum Education, Experience and Certification Requirements

High school diploma or GED equivalent; with an associate degree in accounting being preferred.

Skills, Knowledge and Abilities

Ability to handle multiple projects at any one given time. Skills in interpersonal relations. Knowledge of local government structures and operations. Ability to work with the general public. Strong computer skills, including financial accounting, spreadsheets, word processing database management and web-based software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sitting for extended periods of time; use of hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.