



CITY OF SUMMERSET

POSITION DESCRIPTION

Title: **Assistant Finance Officer**
Department: Finance Office
Reports to: Finance Officer
FLSA Status: Non-Exempt
Salary: Starting \$17.00 - \$19.00 DOE

SUMMARY:

Employee provides administrative support to the Finance Officer. Employee must have the ability to perform difficult and detailed tasks with minimum supervision, work with independent discretion and good professional judgment. Employee performs a variety of accounting duties and maintenance of related fiscal records, which require strict accuracy and ability to prepare clear, accurate and comprehensive reports. Employee must be able to communicate well with the public and investigate and handle related complaints and stressful situations. The work is performed under the general supervision and guidance of the Finance Officer and under the guidelines set by State Statutes and City Ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service by responding to inquiries and customer requests.
2. Answer phone calls and direct calls to appropriate individuals and/or departments.
3. Accept cash receipts and process payments.
4. Answer accounts receivable questions.
5. Maintain filing records.
6. Processes monthly utility billing statements.
7. Work with contractors, business owners, homeowners and vendors in the licensing, planning and zoning and permitting processes. Also, sending out renewal notices, issue permits and licenses once they are approved. This does not include liquor licensing.
8. Prepare deposits for the bank to be deliver by Finance Officer.
9. Make office errand as necessary for supplies.
10. Sort and prepare incoming and outgoing mail for all departments to include utility billing mailing.
11. Manage the city website.
12. Create the Summerset monthly newsletter and distribute it through the email group.
13. Perform special projects using computer programs such as Meade County Beacon and Pictometry.
14. Manage the utility billing process including move in's and move outs.

15. Demonstrate knowledge of office procedures.
16. Provides notary services.

DESCRIPTION OF OTHER DUTIES:

1. Performs other duties as assigned.

SKILLS AND ABILITIES:

1. Excellent verbal, analytical, organizational and written skills.
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent.
3. Ability to apply common sense understand to carry out written and verbal instructions. Ability to deal with problems involving several concrete variables in standardized situations.
4. To perform this job successfully, an individual should have advanced knowledge of Microsoft Office products.
5. Ability to assess and improve organizational systems and practices.
6. Ability to analyze and interpret financial systems and reports.
7. Experience in determining project feasibility and costing of services.
8. Demonstrated ability to work with diverse populations and organizations.

MINIMUM QUALIFICATIONS:

1. High school diploma or general education degree (GED) and two years of related experience in accounting; or an equivalent combination of related education and experience.
2. Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.
3. Must pass background check.

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. While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a City of Summerset employment application to be considered for this position which can be obtained at www.summerset.us and a resume. Apply by mail or fax (605-718-9883), or in person at the City of Summerset, 7055 Leisure Lane, Summerset, SD 57718. Application email: sbaumeister@summerset.us.

Closing date March 20th, 2023.

EQUAL OPPORTUNITY EMPLOYER