



City of Summerset

We are an equal opportunity employer

Job Title:	Assistant Finance Officer	Reports to:	Finance Officer
Department/Group:	Finance Office		
Location:	Admin Building	Travel Required:	Some
Level/Salary Range:		Position Type:	Non-Exempt
HR Contact:	Candace Sealey	Date Posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External posting URL:			
<p>Qualified applicants must submit a City of Summerset employment application and a resume to be considered for this position. Applications can be obtained at www.summerset.us or at the City of Summerset Municipal Building listed below.</p>			
Email cityinfo@summerset.us Subject line: Application Attention: Candace Sealey		Mail or in person City of Summerset 7055 Leisure Lane Summerset SD 57718	
Job Description:			
<p>General Description: 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 must perform 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 supervision and guidance of the Finance Officer. the guidelines set by State Statutes and City Ordinances and is executed accordingly.</p>			



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Essential Functions: (Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of the class.)

- Provide excellent customer service by responding to inquiries and customer requests
- Answer phone calls and direct call to appropriate individuals and/or departments
- Accept cash receipts and process payments
- Answer accounts receivable questions
- Maintain filing records
- Process monthly utility billing statements
- Work with contractors, business owners, homeowners and vendors in the licensing, planning, zoning and permitting processes. Also, sending out renewal notices, issue permits and licenses once they are approved. This does NOT include liquor licensing.
- Prepare deposits for the bank to be delivered by others
- Make office errands as necessary for supplies.
- Sort and prepare incoming and outgoing mail for all departments too include utility billing mailing.
- Manage the City website
- Create the Summerset monthly newsletter and distribute it through the email group.
- Perform special projects using computer programs such as Meade County Beacon and Pictometry
- Manage the utility billing process including move in and move outs
- Demonstrate knowledge of office procedures
- Provide notary services
- Perform other duties as assigned

Preemployment Screenings:

- Preemployment screenings may include, but are not limited to, the following: drug screen, references, criminal background, physical exam/job function test and driver history

Knowledge, Skills and abilities:

- Excellent verbal, analytical, organizational and written skills
- 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
- Ability to apply common sense understanding to carry out written and verbal instructions. Ability to deal with problems involving several concrete variables in standardized situations.
- To perform the job successfully, an individual should have advanced knowledge of Microsoft Office products.
- Ability to assess and improve organizational systems and practices
- Ability to analyze and interpret financial systems and reports
- Experience in determining project feasibility and costing of services
- Demonstrated ability to work with diverse populations and organizations



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Minimum Qualifications:

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

Physical Demands and Exposures:

- The physical demands described herein 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 the 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
- The noise level in the work environment is usually quiet

Reviewed By:		Date:	
Approved By:		Date:	
Last Update By:		Date/Time:	
Employee Signature:		Starting Wage:	