



Job Posting: 7/26/2021

Employment Opportunity: Finance Clerk

Finance Office

220 E Park Street, Livingston, MT 59047

The City of Livingston is accepting applications for the full time position of **Finance Clerk**. This recruitment is open until the position is filled.

The **Finance Clerk** works in our Finance Office and is responsible for preparing utility bills, receiving/recording payments received, handling business and animal license renewal and processing city documents as required. Heavy phone and in person contact. This position is forward facing to the community so exceptional customer service skills are required. Ability to resolve customer inquiries in a timely manner along with the ability to multitask, work with frequent interruptions, handle complex customer calls, and maintain highest standards of integrity and confidentiality are essential for success in the role.

Applicants must have a high school diploma or GED, have some experience with finance and cash handling as well as strong customer service skills. Hourly wage range is up to \$17.25 per hour depending on qualifications and relevant experience. The City of Livingston offers robust benefits, a good working environment focused on teamwork and opportunities for professional development.

A completed application, current resume and cover letter should be submitted to:
Lisa Lowy, Administrative Services Director, City of Livingston, 229 River Dr., Livingston, MT 59047
or via email with scanned attachments at HR@livingstonmontana.org.

EMAIL APPLICATIONS ARE STRONGLY PREFERRED.

This position requires a full and detailed background check and pre-employment drug screening.

CITY OF LIVINGSTON
Finance Clerk – Position Description
July 2019

Position: Finance Clerk
Department: Finance Department
Accountable to: Finance Director
FLSA Status: Non-exempt

General Summary of Work:

The principal function of an employee in this class is to process financial transactions for the City of Livingston. The work is performed under the supervision and direction of the Finance Director. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the general public. The principal duties of this class are performed in a general office environment.

Job Characteristics:

This position performs technical and administrative accounting work processing and monitoring payments. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date.

Personal Contacts:

The nature of the work performed requires that employee establish and maintain effective working relationships with the Finance Director, other City employees, and the public.

Supervision Received:

Works under the general supervision of the Finance Director.

Supervision Exercised:

None.

Examples of Essential Functions:

- Prepare and process utility bills; collect payments over the counter and through the mail; balance cash drawer and prepare deposits; and process delinquent accounts.
- Set up and maintain accounts on a computerized accounting system.
- Assist customers over the counter, by telephone, or e-mail with respect to utilities billing, business & pet licensing, accounts receivable billing, court payments, opening/closing accounts, problems, etc.; respond to citizen complaints and/or inquires, referring more complex issues to higher level of authority as appropriate.
- Receive, sort, and distribute in-coming and out-going mail as assigned.
- Responds to citizens' questions and comments in a courteous and timely manner.
- Provides backup support to other Finance personnel as requested.
- Performs other duties as assigned.
- Data entry of daily transfer station charges and commercial garbage collections
- Provide blank, up to date, copies of the commercial garbage spreadsheets to the garbage drivers
- Maintains account receivable for the City

Position Related Qualifications:

Knowledge of:

- Modern office procedures, methods, and computer equipment
- Principles of customer service
- Cash handling procedures
- Experience with payment collections is preferred, but not mandatory
- Office administration
- Proficient in Microsoft Office Suite

Skill and Ability to:

- Perform mathematical calculations with speed and accuracy
- Attention to detail and high level of accuracy
- Maintain and balance a variety of financial records, ledgers, and accounts.
- Computer skills including the ability to operate computerized accounting, spreadsheet, and word processing programs at a highly proficient level.
- Establish and maintain effective working relationships with assigned supervisors, other City employees, and the general public.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written policies, procedures, and instructions.

Education and Experience:

- The qualifications listed below are the minimum requirements for this position.
- Equivalent to a High School Diploma
- Previous experience in an office environment is preferred.
- Experience with accounting software preferred.
- Current Notary in the State of Montana preferred.

Other:

A valid Montana Driver's License or the ability to obtain one within 60 days of employment.

Job Performance Standards:

Evaluation of this position will be based primarily upon performance of its essential functions. The following criteria will receive special consideration during performance evaluations.

1. Assist customers over the counter, by telephone, or e-mail with respect to utilities billing, business & pet licensing, accounts receivable, court payments, opening/closing accounts, problems, etc.; respond to citizen complaints and/or inquires, referring more complex issues to higher level of authority as appropriate.
2. Prepare and process utility bills & accounts receivable bills; collect payments over the counter and through the mail; balance cash drawer and prepare deposits; and process delinquent accounts.
3. Responds to citizens' questions and comments in a courteous and timely manner.

Physical Demands / Work Environment

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

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone, and other related office equipment.
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently function within a general office environment.
 - May occasionally lift up to 25 pounds.
 - The work environment is usually indoors in a general office environment.
 - Must be able to transport self from work site to work site.
 - This position is based in a busy, open area office. The employee will be faced with constant interruptions and must meet with others on a regular basis.
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