CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Finance Office Assistant**	**UNION:1937**
		SG:106
CLASS TITLE:	**Office Assistant II**	**CS:N**
		FLSA:Y
DEPARTMENT:	**Finance**	**EEO4CODE:AS**

JOB SUMMARY:

The Finance Office Assistant provides clerical support to the Finance Department. Work includes data entry, batch receipting, filing, photocopying, preparing letters and department mail duties. Acts as receptionist and cashier, as assigned. Responds to information and records requests at the records center, assists with records retention and responds to general questions. Works on special projects and performs other duties as assigned.

SUPERVISORY RELATIONSHIP:

Reports to the Revenue Coordinator. May receive assignments from higher classified staff. Work may be checked in progress or at completion. Work is performed independently in accordance with established legal guidelines, methods, practices and systems.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Receives and sorts incoming mail for internal distribution. Follows up on Finance Department returned or invalid mail. Opens mail and drop box payments, separates for batch entry and runs tapes to verify payment amounts. Enters payments into systems as appropriate.

2. Coordinates delinquent accounts that are to be sent to collection agencies under the supervision of the Finance Officer. Acts as the liaison between the City and the Collection agency by providing additional information or paperwork as requested. Establishes and maintains files of accounts that have been sent to collection.

3. Assists the Accounting Technician in entering business tax returns, updating business license and new business registrations, provide requested information to other departments in accordance with policy and legal requirements.

4. Assists the Finance Representative with basic Eden account changes, verify and enter autopay and cancelations into Eden. Process E-Statement enrollments. Perform backup duties for billing during peak work levels or leave.

5. Acts as back-up to the Finance Representatives to ensure services to the public and City departments by answering phones, responding to customer inquiries at the counter, and receipting customer payments and deposits from City departments.

6. Receives and responds to requests for information or records at the Records Center. Retrieves records; logs, copies, tracks, and routes requests. Logs and refiles returned records.

7. Access records, logging and checking contents for accuracy and to identify each records series. Verifies references to State-approved retention schedules; applies schedules when necessary

to correct, or complete records transmittals. Explains transmittal procedures and clarifies records series questions with City staff.

8. Prepares detailed destruction notices, verifies and corrects retention schedule references, and routes and tracks notices for department authorization. Completes and arranges for destruction process including confidential disposal.

9. Maintains the order of the Records Center and all pertinent documentation. Conducts annual physical inventory. Enters detailed records information into computerized inventory. Ensures security, integrity, and confidentiality of all Records Center holdings.

10. Picks up and delivers records transmitted between City offices and the Records Center. Makes arrangements for major box transfers to the Records Center.

ADDITIONAL WORK PERFORMED:

1. Fills in for other Finance Department clerical personnel during peak work levels or leave.

2. Provides receptionist duties.

3. Performs Finance department filing and sorting as needed.

4. Works on special assignments as required

5. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Skills:
- Good oral communications skills to explain policies and procedures and to deal with other employees, agencies and the general public using courtesy, tact and good judgment.
- Good planning, organizing, problem solving, decision making and time management skills
- Thorough working knowledge of Microsoft Office products including Word, Excel, and strong data entry skills
- Knowledge of basic business operations.
- Knowledge of basic math including the ability to add, subtract, multiply and divide accurately.

Ability to:
- Ability to work independently, organizing work with a minimum of supervision.
- Ability to establish and maintain manual and computerized filing and record keeping systems.
- Ability to operate standard office equipment such as typewriter, word processor, computer terminal, calculator, fax, 10-key calculator and photocopier.
- Ability to work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an atmosphere of frequent interruptions. Adaptability and flexibility.
- Ability to maintain and protect confidential records and discussions.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Ability to handle the physical requirements of the Records Center jobs, including:
  - Climb ladders of up to eight feet in height
  - Sit, stand, bend, twist, and reach for extended periods of time; and with proper body mechanics, equipment or assistance
  - Safely move items weighing up to 50 lbs.

- Correctible visual acuity sufficient to operate a motor vehicle.
- Sufficient manual dexterity to operate mailroom equipment and motor vehicle.

WORKING ENVIRONMENT:

Most work is performed in an office environment, extensively at a computer terminal, with frequent interaction with the public, in person and by telephone. May also work in a climate-controlled warehouse environment. Records Center tasks subject the worker to dusty conditions. May require driving.

EXPERIENCE AND TRAINING REQUIREMENT:

- Two years of progressively responsible office experience or any combination of experience and education, which provides the applicant with the desired skills, knowledge and ability to perform the work.
- Keyboarding skills and ability to type a minimum of 45 wpm NET.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal conviction and local background check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

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5/94

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