

# **City of Cumming**

## **Finance**

### **Finance Clerk**

#### **General Nature of Work**

This person is responsible administrative and fiscal work in receiving and accounting for and disbursing all city funds. This position shall also be responsible for the general duties of a Treasurer. This position is subordinate to the Finance Director.

#### **Examples of Work**

- Assists in preparing, processing and maintaining all accounting records.
- Assists in the preparation of department budget estimates as directed by the Finance Director.
- Assists in the preparation of monthly statement of receipts, disbursements and financial standing as directed for use by the Mayor and Council.
- Assists in reviewing budget comparisons and prepares budget amendments as directed when needed to be approved by City Council.
- Assists Finance Director in planning, coordination and organizing financial audits and serves to assist the Director as the City's liaison with external auditors.
- Assists in preparation of reports, financial statements and other correspondence related to departmental activities, direction and accomplishments at the direction of the Director.
- Maintains records of investment, treasury management and related banking functions.
- Performs other related duties as assigned.

#### **Necessary Knowledge, Skills and Abilities**

- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to organize data and compile clear and concise reports.
- Knowledge of governmental accounting principles and procedures.
- Knowledge of municipal laws, policies, codes and regulations.
- Skill in communication to the general public in both written and oral form.
- Skill in computer operation, ability to type correspondence, and proficient in excel.
- Skill in accounting procedures/ business mathematics.
- Skill in problem solving.
- Skill in interpersonal relations.

### **Desirable Education, Training and Experience**

Completion of a B.S. or B.B.A. Degree in Accounting or Business Administration preferred, supplemented by sufficient experience to understand the basic principles relevant to the major duties of the position, preferably in progressively responsible positions in the accounting field or an equivalent level of similar, qualifying experience.

### **Minimum Physical Requirements**

Must be able to exert up to 20 pounds of force occasionally and 10 pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

**FSLA Status:** Non-Exempt