



## **CITY TREASURER – HUMAN RESOURCES COORDINATOR**

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

**SUPERVISOR:** City Administrator

**SUPERVISE:**

### **SUMMARY DESCRIPTION**

Serves as the assistant to the City Administrator in municipal financial matters. Work involves carrying out all functions of the office and is responsible for the record keeping, bookkeeping and other financial/public administration tasks to ensure the efficient operation of the city government.

### **EXAMPLES OF WORK PERFORMED**

**ESSENTIAL FUNCTIONS:** *The following examples of work are illustrative only and are not intended to be all inclusive.*

Prepares, verifies and balances city and utility payroll and related financial records and submits for review by the City Administrator. Ensures accuracy and maintains leave balances.

Prepares and submits all required reports and payments associated with city and utility payroll to the IRS and State of Nebraska Department of Revenue, in compliance with Federal and State employment laws, including but not limited to any weekly, bi-weekly, monthly, quarterly, semi-annual and annual required reports.

Creates, updates and maintains employee personnel files for all employees. Ensures all appropriate documentation is obtained and maintained including employment application and all personnel and benefit forms necessary. Prepares material and assists with the orientation of new hires including the selection of offered benefits.

Monitors the distribution of performance evaluation forms for all employees; maintains and distributes forms to supervisors, as needed.

Maintains and distributes required information regarding employee benefit programs, life insurance, health insurance, workers' compensation, COBRA, and flex benefits plan; forwards related information to all employees, supervisors and associated agency representatives; notifies providers in deleting coverage for employees separating from the city.

Coordinates job postings and recruitment of applicants for employment opportunities with the City and Utilities.; assists in hiring process to ensure compliance with all necessary regulations.

Assists in the maintenance of retirement fund records and correspondence, as well as monitors benefit plans for accuracy on employee information and changes. Monitors insurance billings for accuracy.

Evaluates the city's health insurance programs; ensures the adequacy and cost effectiveness of the coverage provided, coordinates the bidding process and makes recommendations as needed.

Maintains accurate records of job descriptions, accurate copy of the personnel policy manual, and prepares and distributes amendments to employees and City Council members as needed.

Prepares all documents needed for drug and alcohol testing of employees as required to comply with state and federal regulations; organizes all testing; maintains accurate records of all testing and reporting; prepares and distributes policies and amendments to policy to employees as needed.

Prepares salary, benefit and other related information to City Administrator and Utility General Manager as well as information for the Employee Negotiating Committee for annual employee negotiations; completes salary survey information as requested

Performs various city accounting and bookkeeping functions, including accounts payable, excluding the utility department finances; assists in balancing and maintenance of all city funds, reconciling accounts and preparing monthly financial reports of receipts and disbursements.

Completes monthly City sales tax return for City and Utility Departments.

Assists in the preparation of the annual operating budget for the city through coordination and cooperation with department heads.

Assists the utility department in various administrative activities including but not limited to processing utility bills, receiving payments, etc., as needed.

Greets individuals in person or by phone and provides information or directs them to the appropriate source for assistance and/or provides information as appropriate.

Performs a variety of clerical duties such as typing and photocopying, preparing various documents and reports, distributing city mail, receiving and processing a variety of payments from the public.

Responsible for ensuring that various office equipment is in proper working order and schedule maintenance or repair as needed.

Establishes and maintains positive public relations with the general public, other employees, community groups, other governmental agencies and municipal officials.

Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- General payroll processes and systems.
- General personnel policies and procedures.
- Business letter writing; basic principles and practices of administrative research and report preparation.
- Principles and procedures of record keeping and financial reporting.
- English usage, spelling, grammar and punctuation.
- Basic mathematical principles.

- Pertinent federal, state and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Methods and techniques of effective customer service.
- Community resources and agencies available to the general public.

**Ability to:**

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare, analyze and maintain financial information, records and reports.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Apply general principles of payroll functions, accounts payable and budgeting.
- Utilize a variety of computer programs and software pertaining to the business of the city.
- Independently prepare, compile, analyze, interpret and prepare a variety of administrative reports, correspondence and memorandums.
- Use independent judgement and personal initiative.
- Plan and organize a personal work schedule, set priorities and meet deadlines.
- Enter data at a speed necessary for successful job performance.
- Perform duties with thoroughness, accuracy and attention to detail.
- Work with frequent interruptions and a high degree of public contact by phone or in person.
- Interpret and apply federal, state and local policies, laws and regulations.
- Deal constructively with conflict.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions 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 job functions.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; may work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; verbally communicate to exchange information.

**EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:** Two-year degree with a major in accounting, finance, business administration, public administration, or related field or any equivalent combination of training and experience that provides the required skills, knowledge and abilities. Three years of responsible office experience or closely related work, with two years of experience in finance and payroll preferred.

Regular Full-Time Grade K

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