



Finance Committee Meeting

AGENDA

January 3, 2017

I. CALL TO ORDER

II. MATTERS BEFORE COMMITTEE

1. [Approval - HR / Finance Staff Assistant Job Description](#)

III. ADJOURN



Finance Committee Meeting

AGENDA

January 3, 2017

Item:

Approval - HR / Finance Staff Assistant Job Description

Department:

Additional Information:

Financial Impact:

Budgeted Item:

Recommendation / Request:

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Job Description](#)



CITY OF MONROE GEORGIA

SUBJECT: HR/Finance Staff Assistant Job Description

DATE SUBMITTED: 12/28/2016

DIVISION: N/A

AUTHORIZED BY: Logan Propes

AGENDA DATE REQUESTED:
01/03/2017

TYPE:

CONTACT PERSON: Logan Propes

DEPARTMENT: Finance

- ☒ Council
☒ Committee
☐ Administrator

MOTION/RECOMMENDATION:

Authorize the creation of a new job description, "HR/Finance Staff Assistant".

BACKGROUND:

With the recent opening of one position within Finance – Accounting, staff has reviewed the position needs for best and highest use for the City. As such, it was determined that instead of refilling an "Accountant" slot at the current pay grade, there was need for some assistance with Human Resources and other general Finance duties such as accounts receivable. This position would also begin to train as a backup for Payroll for greater redundancy. This position essentially mirrors the current position of "Finance Staff Assistant" in requirements but trades some Finance duties for Human Resources duties. The position will remain within the Finance Department's purview.

Quick Facts:

- Grade 18 (\$27,516 - \$41,273)
- Non-exempt position
- Will replace a grade 21 position (\$31,987 - \$47,981)

ATTACHMENTS:

1. HR/Finance Staff Assistant Job Description.
 - 2.
- ☐ None

REVIEWED BY (INITIALS):

Legal: N/A

Finance: LHP *LHP*

Other: N/A

USER DEPT.: Finance, Human Resources

SUBMITTED BY: Logan Propes

Logan Propes

City Administrator

ADVERTISED:

Date:

Paper:

☒ Not Required

COSTS: N/A

FISCAL YEAR: 2017

BUDGET CODE: N/A

AFFECTED PARTIES: ☐ Notified ☒ N/R

COUNCIL ACTION:

- ☐ Approved
☐ Approved w/Conditions
☐ Denied
☐ Continued to:

FUNDING SOURCE:

- ☐ Capital Improvement
☒ Operating Expense
☐ Grant
☐ Loan
☐ Other

City of Monroe Position Description

Position Title: HR & Finance Staff Assistant
Department: Finance/Accounting
Class Code:
Pay Grade:
FLSA Status: Nonexempt
Established: January, 2017
Revised:

SUMMARY:

This position is responsible for assisting Human Resources, Payroll, and Finance with various duties for efficient and timely internal operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with confidential Human Resources reporting and data entry.
- Provide general information regarding City of Monroe Human Resources policies and procedures to employees; refers customers to the appropriate individuals or outside company representatives.
- Receipts General Fund cash and checks and prepares Journal Entries as appropriate.
- Responds to tax inquiries, prepares tax Fi Fa's, and prepares correspondence relating to tax collections and sales.
- Reconciles bank statements to the general ledger.
- Acts as a back-up for Payroll.
- Provide clerical/secretarial support to the Finance Department and Human Resources, which could include filing, typing, and other general office applications.
- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform in this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate effectively and courteously over phone, in writing, and in person with the public and departmental employees.

- Skill in use of calculator, computer, telephone system, copy machine, facsimile machine, and two-way radio.
- Ability to perform mathematical computation with accuracy.
- Skill in organizing work and maintaining reports and files.
- Skill in the use of correct grammar in oral and written communication.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or equivalent combination of related training and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the City.

MATHEMATICAL 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 and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

There are no required certificates, licenses, or registrations for this position.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move light objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in an office and requires frequently lifting light objects.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check; must meet physical standards test, and other related tests may be required. Drug screen required. Hire is subject to criminal history investigation.

NOTE:

The position description does not constitute an agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.