



City of Holts Summit Job Description

FINANCE ASSISTANT / ACCOUNTS PAYABLE CLERK

FLSA Classification	Full-time, Non-Exempt	Reports To	City Treasurer
Department	Administration	Supervises	N/A

Position Summary

The Finance Assistant plays a vital role in supporting the financial operations of the City of Holts Summit. This position is responsible for processing financial transactions, managing accounts payable (AP) and receivable (AR), bank reconciliations, assisting with utility billing and payment collection, and providing excellent customer service. The ideal candidate will be detail-oriented, possess strong organizational skills, and demonstrate the ability to work both independently and collaboratively within the administration team. Work is performed with considerable independence, under the general supervision of the City Treasurer, and is reviewed through meetings, reports, and results obtained.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required by the position. Reasonable accommodations may be made to assist individuals with disabilities to perform the essential functions of the position. The Essential Functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment for the position.

Essential Functions

The Finance Assistant is tasked with a variety of duties related to the operations of the administration department. Key responsibilities include:

Financial Processing & Accounts Management

- **Accounts Payable and Receivable:** Manage and process invoices, payments, and deposits using the City's financial software. Ensure accurate and timely financial transaction records.
- **Utility Bill Payment Processing:** Assist Utility Billing Clerk in utility billing support (i.e. assist with the processing of utility bills, and/or accepting utility bill payments and deposits in the absence of the Utility Billing Clerk).
- **Vendor Management:** Ensure prompt and correct payments to vendors, maintain organized financial documentation, and handle auto-draft payments and check writing for approved accounts.
- **Refund Processing:** Issue refunds for rental deposits, building permits, and sewer deposits in compliance with City policies.
- **Financial Record Keeping:** Log and monitor all AP and AR transactions, reconcile and file invoices in accordance with predetermined retention schedules, and address any discrepancies or outstanding balances.

Administrative Support

- **Document Creation:** Prepare and edit financial reports, letters, and official documentation for various administrative purposes.
- **Clerical Tasks:** Manage office supplies, sort and distribute mail, assist with scanning, and maintain organized filing systems.
- **Data Entry:** Perform accurate data entry of financial records and other relevant information into City databases.

Essential Functions (continued)

Customer Service & Front Desk Duties

- **Customer Interaction:** Provide excellent customer service by assisting residents and businesses with inquiries related to payments, permits, and city services both in person and over the phone.
- **Permit Processing:** Process applications and issue building permits, business licenses, and UTV permits while ensuring proper documentation is collected and stored.

Permit & Licensing Administration

- **Application Management:** Assist with building permit applications, data entry, and business license renewals. Ensure compliance with applicable regulations and City retention schedules.

General Office Operations

- **Equipment Handling:** Operate office equipment including computers, printers, copy machine, postage meter, and telephones efficiently to support administrative functions.
- **Cross-Departmental Support:** Provide backup assistance to other administrative roles as needed, including maintaining appointment schedules and assisting with special projects.

Qualifications

Education & Experience

- High school diploma or equivalent required. Additional coursework or studies in finance, accounting, or business administration is preferred.
- Minimum of 1-2 years' experience in office administration, accounting, or customer service is advantageous.

Knowledge, Skills, and Abilities

- **Technical Skills:** Proficient in Microsoft Office365 Suite (Word, Excel, Outlook) and financial management software.
- **Communication:** Excellent written and verbal communication skills with the ability to interact professionally with the public and internal teams.
- **Organization:** Strong attention to detail, time management, and the ability to handle multiple tasks efficiently.
- **Customer Service:** Demonstrated ability to provide responsive and courteous service to the public.
- **Confidentiality:** Ability to exercise confidentiality in the performance of job duties, including knowledge of personnel and other potentially sensitive matters.

Physical & Work Environment Requirements

- **Work Environment:** Primarily indoor office environment with moderate noise levels. Occasional outdoor work may be required for city events (e.g., Christmas Parade, Fireworks Festival).
- **Physical Demands:** Ability to sit for extended periods, perform computer-based tasks, and occasionally lift approximately 25 pounds. Visual acuity required for data entry and document review.
- **Attendance:** Regular attendance is essential. Must be able to maintain a consistent presence at the front desk and meet deadlines in a fast-paced environment.

Special Requirements

- Must satisfactorily pass a background investigation.
- Must comply with city policies and procedures and municipal codes.
- Must possess a valid Missouri driver's license.
- Must have a reliable vehicle and ability to travel locally for work-related errands, such as mail pick-up.

Work Schedule

- The typical work schedule for this position is full-time Monday-Friday, from 8:00AM to 5:00PM. Hours are set at the discretion of the City Administrator, Mayor, and/or Board of Aldermen. Additional hours may be required, as this position may attend trainings, meetings, and/or assist with special events as necessary.

Selection Process

- Candidates will be evaluated based on a formal application, interview, and review by the City Administrator.

Acknowledgement

This job description outlines the general nature and key responsibilities of the position. It is not an exhaustive list of all duties, responsibilities, and qualifications required of employees. Employees may be required to perform additional duties as needed to support the City's overall operations as assigned by the immediate supervisor and/or other members of the leadership team. The City reserves the right to revise or change job duties, personnel assignments, etc. if a need arises. In addition, employees may be required to work additional or varying hours and typical or non-typical duties during emergency situations. This job description does not constitute a written or implied contract of employment with the City of Holts Summit. City leadership reserves the right to change job descriptions, job duties, functions, and/or requirements as needed.

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned.

Acknowledged by:

Employee Signature

Printed Name

Date