



JOB POSTING – September 6, 2019
DEADLINE- September 13, 2019
Full Time Head Administrative Clerk
Office of The City Auditor

Position Summary: In general, provides various clerical and administrative duties relating to: (a) the processing of receipts for recording in the city's general ledger, and (b) the daily functioning of the office of the City Auditor.

Essential functions: Reviews and enters cash receipt data into the MUNIS accounting system. Researches individual payments as needed to verify proper revenue codes and other data prior to allowing receipts to be entered into the MUNIS accounting system. Ensures that weekly cash receipts totals balance with the Treasurer's Cashbook. Reconciles cash with Treasurer's Cashbook. Develops organized files of all receipts for archival purposes. Sets up new funds and revenue codes in the MUNIS accounting system for new grants awarded to the city. Reviews and enters invoice data in MUNIS accounting system for placement on accounts payable warrants. Prepares requisitions for the purchase of goods and services and for the payment of invoices pertaining to City Auditors Office. Reviews weekly payroll to verify proper rates and other data prior to posting in MUNIS. Maintains detailed Excel spreadsheets pertaining to historical and current pay rates for payroll verification process. Prepares and disseminates financial reports to City Departments as well as external auditors. Regularly provides other clerical support for the City Auditor as required. *The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Knowledge, skills, and abilities preferred:

Knowledge: Thorough knowledge of office procedures, practices, office equipment and terminology. Working knowledge of departmental operations as they relate to other city departments and offices. **Ability:** Ability to organize time and to work independently and accomplish tasks. Ability to maintain detailed and accurate clerical records. Ability to maintain confidential information. Ability to communicate effectively with the public, other employees, officials, and other agencies. Ability to handle multiple tasks efficiently. **Skill:** Superior administrative and secretarial skills. Expertise and skill in utilizing computers, databases and spreadsheet applications. Proficiency in MS Word and Excel; Excellent written and oral communication skills as well as organizational skills.

Experience, education, or other similar requirements: Three years of experience as a support staff member in a financial administration department, preferably in a municipal environment. Experience in the use of integrated computerized accounting software; MUNIS, specifically, is a plus. Experience with Microsoft Excel and Word at the intermediate level. Associate degree in business management or similar field. (*Municipal experience may replace education.*)

Supervision: Supervised by City Auditor

Job Environment: Majority of work is performed under typical office conditions. Has frequent contact with city department heads, employees, and the public. Errors could result in delays or loss of service, monetary loss, and legal ramifications.

Physical Requirements: The physical demands of this position are similar to any typical office environment, which involves sitting for long periods and using office equipment including a computer and telephone. While performing the duties of this job, the employee is frequently required to stand, sit, and use hands. The employee is occasionally required to walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Employment status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Pay rate: \$21.64 up to \$23.09 per hour (Grade S-22, NAGE)

Employee Benefits: Health, Dental, Life Insurance and Flexible Spending Account (FSA)

To be posted internally for seven (7) working days consistent with NAGE. *Katie McCoy – Treasurer*

Please send a letter of interest and resume by email only to:

personnel@holyoke.org

NO PHONE CALLS OR WALK IN INQUIRIES

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.