

DEFINITION

The primary duty of the Finance Clerk is to provide accounting and administrative support for City staff, City Council, and the public. Under the direction of the City Manager, the Finance Clerk participates in carrying out essential city responsibilities including but not limited to: preparing payroll and all AP/AR entry duties, financial record keeping and reporting as well as assisting the City Clerk with serving the public at the front counter of City Hall. The Finance Clerk fills multiple roles for the City of Ferndale and will be expected to perform related duties as assigned by the City Manager.

DUTIES

Interacts with City Manager, City Council, City Clerk, other agencies and officials, and the general public to accomplish projects and duties.

Monthly Duties:

- Monitor cash flow to ensure sufficient funds.
- Verify all transactions comply with financial policies and procedures
- Review, prepare and codes accounts payable and receivable transactions for posting.
- Process all first of the month payments by 5th of the month.
- Manage weekly check runs.
- Maintain and update vendor information.
- Maintain and update revenue customer information.
- Review and process bi-weekly payroll and garnishments for employees.
- Maintain and update personnel files.
- Respond to employee inquiries from outside agencies.
- Maintain confidential personnel files.
- Process medical insurance coverage for all new eligible employees.
- Maintain and review general ledger
- Prepare and respond to public requests.
- Process transfers from in and out LAIF account as needed.
- Reconcile checking account.
- Prepare monthly reports for city council packets.

Quarterly Duties:

- Review, sign, pay and mail quarterly payroll tax reports prepared by accountant.
- Calculate and process quarterly retirement reports and contribution for eligible employees.
- Prepare LAWCX payroll audit form for PARSAC.
- Prepare Transient Occupancy Tax (TOT) payment for Humboldt Lodging Alliance.

Semi Annual Duties:

- Process two USDA auto withdrawal payments, February and August.
- Process two payment requests to CalTrans for street sweeping January and July.
- Post OSHA Annual Form 300A

Annually Duties:

- Budget for new fiscal year, start date is the month of April prior to new fiscal period.
- Assist auditors and provide documentation requests. (two site visits)
- Process annual open enrollment in for medical insurance for next calendar year for all eligible employees in October.

QUALIFICATIONS:

Required:

- Minimum two years in accounting/finance environment
- Maintaining a General Ledger
- Accounts Payable, Accounts Receivable and Payroll

Knowledge of:

- Knowledge of Generally Accepted Accounting Standards (GAAP) procedures and practices.
- California municipal law as it relates to Finance Clerk functions.
- Fair Political Practices and Ralph M. Brown Act.
- Records management methods and procedures for Finance functions.
- Standard office practices and procedures including filing systems, document preparation, and the operation of standard office equipment.
- Organize and maintain accurate recordkeeping and indexing systems.
- Advise the City Manager on policy and procedures interpretations for record keeping.
- Perform word processing tasks accurately and develop and organize electronic files.
- Effective verbal, listening, communications, organizational and computer skills including the ability to operate computerized accounting, spread sheet and work processing programs proficiently.
- Act with integrity, ingenuity and inventiveness in the performance of assigned tasks.