

**CITY OF SOUTH SIOUX CITY**  
**P/T Finance Clerk**

**Title:** P/T Finance Clerk  
**Department:** General Administration  
**Reports To:** City Clerk/Treasurer  
**FLSA Status:** Non-exempt  
**Prepared By:** Nanci Walsh  
**Prepared Date:** 11/15/2022

**Summary** Prepares and assists with calculating, posting, and verifying duties to obtain and record financial data for use in maintaining accounting and statistical records by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Compiles composite reports required by management or government agencies.

Assist and participates in preparing and auditing materials requiring analyses of supporting documents and insures that all entries are entered into the system properly.

Identifies and resolves problems and inconsistencies, determining appropriate corrective procedures.

Assist with the following daily, bi-weekly, and or monthly tasks:

- Daily deposit
- The preparation of monthly and yearly financial reports.
- Monitor and compile TIF's(Tax Increment Finance) reports.
- Accounts receivable billing management.
- Accounts payable, purchasing, payroll.
- Foundation accounting and reporting.
- Assist in bank reconciliation.
- Grant project management.
- Utility payments and customer service
- Fixed asset reports/process.
- Clerical duties such as minutes, correspondence, etc.
- Other duties as assigned

**Education and/or Experience**

Associates degree in accounting or related field plus two to three years related experience and/or training; or equivalent combination of education and experience is preferred. Financial, budget, payroll, accounts payable and bank reconciliation experience on a business or government level required and preference giving to candidates with said experience.

**Language Skills**

Ability to read and write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Computer Skills**

Microsoft word and strong excel experience required.

**Certificates, Licenses, Registrations**

Valid Driver's License or ability to obtain within 30 days of hiring.

**Salary:** DOQ