

**CITY OF PHILIP, SOUTH DAKOTA  
JOB DESCRIPTION**

**JOB TITLE: Administrative Assistant**

**DEPARTMENT: Finance**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: City Administrator**

**IMMEDIATE SUPERVISORS: City Administrator & Finance Officer**

**JOB SUMMARY:** Perform clerical and data processing work including billing of city services and other duties as assigned.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- (1) Prepare and maintain city services billings, customer deposits, penalty calculations, delinquent accounts, shut-offs, collections on account receivables and customer account files. City services include, but are not limited to the following: water, sewer, garbage, rubble site, airport hangar rent, equipment rental, parts for resale, tax, etc.
- (2) Maintain computer, software and all related equipment for the meter reading and utility billing software as well as corresponding ledgers.
- (3) Read meters and enter data. Review meter reading reports to monitor usage--identify any potential water leaks.
- (4) Enter and process billing for all city services. Review reports to ensure proper and accurate billing. Prepare and process account adjustments as needed. Adjustments shall be signed off by the City Administrator
- (5) Responsible for printing and mailing of monthly and delinquent utility bills.
- (6) Post utility payments per batch and code receipts.
- (7) Complete daily deposits as assigned.
- (8) Compute residential garbage collection amounts and reports them monthly to the contractor on or about the 25<sup>th</sup> of each month.
- (9) Processes work orders for utility disconnections, reconnections, new orders and other public service requests.
- (10) New account setups for city services including customer applications, deposits, etc. Maintain customer deposit records and prepare refunds per City Ordinance.
- (10) Maintain ACH payments for city service accounts and process on schedule.
- (11) Receives customer calls and visits concerning billing or services. Handles questions and matters of a more technical nature. Respond to citizen complaints. Compose correspondence to customers as needed.
- (12) Pursues collection of delinquent accounts including assessing late fees and mailing delinquent notices and disconnecting services for nonpayment. Monitor any approved payment schedules and report any deficiencies to City Administrator.
- (13) Respond to any reported returned payments and maintain records per policy.
- (14) Answer telephones, take messages and direct customers to the appropriate department/personnel.
- (15) Balance and reconcile monthly and annually billing to the general ledger with assistance of City Administrator.
- (16) Various clerical duties of typing, filing, researching, answering telephones. Word processing duties to include letters, memos, reports and other general and technical material. Maintain a filing system for correspondence, forms, documents, etc.

- (17) Assist with accounts payables and other functions of fund accounting as assigned.
- (18) Assist with maintaining the City website and communication software.
- (19) Assist the Finance Officer with all functions of City elections.
- (20) Assist City Administrator with enforcement of the City's adopted zoning, building and nuisance ordinances.

**ADDITIONAL FUNCTIONS OF THE JOB:**

- (1) Maintain confidentiality with regard to all non-disclosed City issues.
- (2) Maintain records, policies, procedures and inventories of the finance office and utility billing office equipment.
- (3) Attend City Council meetings as needed.
- (4) Occasional travel to applicable seminars and trainings.
- (5) Assist with covering the city office.
- (7) Performs other duties and functions as assigned, necessary or incidental to the proper performance of this position.
- (8) Report to the City Administrator any information pertinent to the operation of the City.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- (1) Skill and the ability to carry out assigned tasks without close supervision—work independently as well as in a team environment.
- (2) Ability to establish and maintain satisfactory working relationships with other employees, city officials and the general public.
- (3) Ability to understand and follow oral and written instructions.
- (4) Ability to maintain records and prepare reports.
- (5) Strong working knowledge of computers and Microsoft Office programs.
- (6) Working knowledge of modern office practices and procedures; and, some knowledge of accounting principles and practice.
- (7) Ability to perform arithmetic computations accurately and quickly.
- (8) Ability to effectively meet and deal with the public.
- (9) Ability to communicate effectively verbally and in writing.
- (10) Ability to handle stressful situations and work under pressure and/or frequent interruptions.
- (11) Possess good communication skills and deal tactfully with personnel, supervisors and general public.
- (12) Skill in operating the listed tools and equipment.
- (13) Working knowledge of the laws, ordinances, regulations and policies governing operations of the City.
- (14) Occasional travel may be required to applicable seminars, conferences and trainings.

**MINIMUM QUALIFICATIONS**

- (1) High School Diploma or GED Equivalent.
- (2) Must be 18 years of age.
- (3) Must have a valid South Dakota driver's license.
- (6) Experience with computers and general office practices such as typing, filing, accounting and bookkeeping.

**TOOLS AND EQUIPMENT USED**

Computers, including fund accounting, utility billing, word processing and spreadsheet software; computer network system; 10-key calculator; phone; copy machine; fax machine; scanner.

**PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the 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 the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

*The job functions listed above are intended only as illustrations of the various 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the needs of the employer and requirements of the job change.*

**Employee Acknowledgement:**

I have read this position description and will do my best to effectively perform the functions and responsibilities required.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_