



EMPLOYMENT OPPORTUNITY

Financial/Utility Billing Assistant

Finance Department

Salary: \$3,709 monthly / G8 / Step 1

Filing Deadline: 5:00 PM, Wednesday, May 29, 2024

The City of El Centro is seeking to fill a vacant full-time position of Financial/Utility Billing Assistant in the El Centro Finance Department. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above.

Summary: Under general supervision provides responsible administrative, secretarial and accounting support to finance department head and related management staff. Maintains confidentiality of private or sensitive communications of records related to the department to which assigned; and performs related responsibilities as required.

Distinguishing Characteristics: This is the advanced-level administrative and accounting classification assigned to the finance department. This position receives general supervision from the Director of Finance and may provide work direction to regular or temporary clerical employees. Responsibilities may include coordinating the office administrative work for the department by performing multiple secretarial and accounting duties, assigning and reviewing the completion of work assignments of others and by explaining departmental procedures and policies, filing systems, proper use of office equipment. Work assignments require frequent interaction with the public, department heads and other employees.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include tasks, knowledge, skills and other characteristics. The following list is not a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Oversees and ensures that the office administrative functions of the department are effectively carried out.
- Explains departmental practices and procedures to the public, City staff, vendors, contractors and representatives of other organizations.
- Schedules meetings and conferences for department head and associated management staff; schedules meeting location, notifies participants, prepares agendas; attends meetings and prepares minutes.
- Composes, types and prepares detailed memorandums, correspondences, reports and other departmental related forms and documents, including confidential documents.
- Proofreads materials for accuracy, completeness, compliance with departmental policies, format and for grammar, punctuation and spelling.

- Prepares and tracks Legal Service Requests and council agenda reports; keeps informed of departmental and City activities and City Council matters.
- Receives and screens visitors and telephone calls for department head or staff and refers inquiries or callers to appropriate City departments.
- Organizes and maintains various administrative, confidential and departmental files, reports and financial logs.
- Processes payment demands, invoices and billing statements.
- Assists in the preparation of presentations, reports and other documents for the City Council.
- Assists in budget preparation by preparing budget projections and evaluating budgetary expenditures; tracks expenditure of grant funds; maintains records of expense statements and other financial transactions.
- Prepares and updates a variety of administrative or financial logs, schedules and spreadsheets for departmental reports, projects and statistical records, relating to areas such as budget, services provided and departmental costs.
- May train, supervise and evaluate the work of subordinates, temporary staff and volunteers.
- May serve as a recording secretary to a board or commission and attend their meetings.
- Assists in preparing schedules, worksheets and other documents required for the completion of the Comprehensive Annual Financial Report (CAFR).
- Assists in the inputting of approved revenue and expenses into the financial software system
- Assists in preparing and/or posting journal entries
- Assists in assembling, organizing and researching information as needed for special projects and reports.
- Orders equipment, supplies and materials, prepares bid documents and tracks expenditures for specific departmental accounts and reports significant variances.
- Assist the utility billing department as needed by performing the following tasks:
 - Receives, posts, and balances cash receipts for utility billing and other city services.
 - Bills monthly utility services.
 - Responds to inquiries and complaints regarding utility service; reviews meter readings; makes adjustments as required.
 - Processes orders for utility service; prepares work order for utility field representatives.
 - Maintains meter records.

- Tracks delinquent and non-sufficient fund related accounts, sends delinquency and shut-off notices, and arranges for water shut-off.
- May serve as backup to the accounts payable and payroll clerk.
- Performs other related duties as assigned.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change, or rescind work assignments as needed.

Knowledge of:

- Basic organizational functions of a public agency.
- Procedures, policies and regulations related to the finance and utility billing department of the City.
- Applicable City, State and Federal codes and regulations as they relate to the finance department.
- Office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business correspondence, letter writing and format.
- Proper English grammar, spelling and punctuation.
- Records management principles and practices.
- Basic statistical techniques and accounting methods and procedures and financial record keeping practices.
- Public relations techniques.
- Governmental accounting and auditing principles, practices and procedures.
- Financial statements and accounting reports.
- City, State and federal laws, codes, regulations, policies and procedures as they pertain to accounting and finance.
- Computer processing applications of accounting and auditing functions, including database and spreadsheet programs.

Skills & Abilities in:

- The operation of a personal computer and related software to perform word processing, spreadsheet operations, data base operations, cash register, ten-key calculator and other related areas.
- Effectively handling multiple phone calls, walk-up traffic and other requests.

- Organize and prioritize workload, coordinate projects, set priorities, meet deadlines and follow-up on assignments.
- Research and compose correspondence, reports and memorandums.
- Maintain confidentiality.
- Perform research and prepare reports.
- Understand and follow oral and written directions.
- Record or transcribe minutes from meetings, which may require the use of computer assisted digital audio recording equipment.
- Establish effective working relationships with City personnel, employees, vendors, contractors and the general public.
- Communicate effectively with others, orally and in writing.
- Work independently and as a team member.

MINIMUM QUALIFICATIONS

Education, Experience, training, Certifications and Licenses:

- High School diploma or equivalent.
- Five (5) years of administrative secretarial work experience with two (2) years of accounting work experience.
- Course work or training in the use of word processing, spreadsheet software application programs and accounting principles.
- Must possess State of California Driver license and acceptable driving record.
- Ability to speak Spanish is desirable.
- The City will follow any vaccine and testing regulations imposed by state and/or federal government.

Environmental Factors and Conditions/Physical Requirements:

- Work is routinely performed in office environments with minimal exposure to inclement weather, and varying temperatures.
- Required to sit, stand or walk for extended periods.
- Subject to bending, reaching, kneeling, and occasional lifting objects up to 15 pounds.
- Required to use hands to finger, handle, grip, grasp or feel objects.
- Required to hear and speak to exchange information in person and on the telephone.

- Required to communicate verbally and in writing.
- Required to interact with a variety of people.

Equipment and Tools Utilized:

- Personal computer, copier, fax, scanner, adding machine and other standard office equipment

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.