

City of Mountain Lake
Job Description

Job Title: Assistant Utilities Office Manager **Department:** Administration
Supervisor: City Administrator / Utilities Office Manager **Classification:** Full-time, Non-Union, Non-exempt

Work Schedule

The typical work hours for this position are 8:00 a.m. through 4:30 p.m., Monday-Friday. Additional and evening hours may be required as assigned.

Description of Work

Under the direct supervision of the City Administrator and Utilities Office Manager, the Assistant Utilities Office Manager is responsible for working with the Utilities Office Manager with the Utility Department's accounting operations including accounts receivable, billing invoices, and reconciling accounts; overseeing payroll functions for the Utility Department; performing secretarial and clerical duties; providing customer service; and performing other related functions as assigned or apparent.

Essential Functions of the Job

- Works under the direction of the Utilities Office Manager of the Utility Department's accounting operations including assisting with accounts receivable, accounts payable, billing invoices, and reconciling accounts. Posts payments and maintains Utility fund accounts, which includes all aspects of accounts receivable and accounts payable, according to established account classifications. Examines, reconciles, and balances utility bank accounts and records. Maintains and processes Utility investment records and schedules. Coordinates accounting activities with Utility departments, divisions and sections. Initiates, processes, and follows up on purchase orders and requisitions. Assists with sending shut off notices and other information to the public. Makes deposits at the bank. Participates in the preparation of financial statements, journal entries, schedules, and other statistical and financial reports; prepares a variety of State, Federal and Local statements, reports, and tax returns.
- Oversees payroll functions. Prepares Utility department payroll from time reports and personnel transactions submitted after verifying accuracy of data. Reviews and verifies payroll records of vacation and sick-time and maintains leave records. Processes payroll adjustments. Research questions from employees regarding their payroll records.
- Assists and performs secretarial and clerical duties. Reports internal telephone problems to the Information Technology Department. Monitors fax machine transmissions. Types, proofreads, distributes and mails letters, proposals, reports, and other materials as requested by the City Administrator. Assists in the preparation of materials needed by the Utility Commission. Assists with meeting packets. Enters data and compiles a variety of reports and other materials including budget preparation, staff reports, confidential reports, special projects, charts and graphs. Orders and inventories needed supplies and services. Tracks special projects.
- Performs customer service duties. Greets and routes visitors. Responds to customer and client questions, concerns, and requests regarding utility bills and related issues. Assists visitors at the public counter and telephone callers. Receives and processes applications for utility services.
- Manages Conservation Improvement Program (CIP), rebates, and CIP reporting.
- Assists with state and federal reports and documents related to the Utility.
- Assists city administrator with research, projects, tasks, or specific assignments.
- Assists other departments as needed.
- Complies with appropriate local, state, and federal safety rules, regulations and statutes.
- Performs physical demands and work environment requirements for this position.

- Attendance during regularly scheduled work hours and outside of regular hours as necessary.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizen customers.

Additional Functions of the Job

- Performs dispatch for city employees.
- Participates in training and education opportunities to maintain and improve proficiency and required licenses.
- Performs other related functions as assigned or apparent.
- Performs election judge duties if needed.

Required Knowledge and Abilities

- Knowledge of various computer programs and software including Microsoft Word, Excel and Publisher, and Banyon accounting software.
- Knowledge of modern office methods, procedures and practices.
- Knowledge of municipal accounting system requirements and procedures.
- Ability to provide appropriate information to the public and other City divisions and/or departments in handling citizen inquiries and requests for service.
- Ability to maintain financial and statistical records.
- Ability to analyze and interpret financial documents and reports.
- Ability to make mathematical calculations rapidly and accurately
- Ability to maintain complex filing systems including confidential personnel files.
- Ability to multi-task.
- Ability to provide excellent customer service to the City customers.
- Ability to keep personal financial information confidential.
- Ability to establish and maintain effective working relationships.
- Ability to listen, comprehend, and effectively communicate information both written and orally to all individuals.

Minimum Qualifications

Possession of post-secondary degree or certification in secretarial, accounting, finance, or related field. Minimum of two (2) years of secretarial, receptionist, and/or clerical experience.

Preferred Qualifications

Three (3) years of experience in municipal utilities, finance, accounting, or related field. Three (3) years of experience in a clerical, secretarial, accounts payable/receivable, payroll, or related field.

Conditions of Employment

- Must be a certified Minnesota Notary Public or the ability to obtain certification within 30 days.
- Must possess a valid Minnesota driver license.
- Must comply with organizational and departmental policies.

Physical Demands/Work Environment

- Requires incumbent to work inside, alone, with others, around others, and have contact with the public.

- Activities that occur continuously (more than 7 hours) are: using fingers and hands for repetitive, non-repetitive, or consistent actions; handling; hearing; using near vision, far vision, depth perception, accommodation, color vision, and/or field of vision/peripheral vision; and using the sense of smell.
- Activities that occur frequently (from 4 to 7 hours) are: sitting.
- Activities that occur occasionally (from 1 to 3 hours) are: standing; and walking.
- Activities that occur infrequently (up to 60 minutes) are: bending/stooping; squatting; crouching; kneeling; pushing; pulling; twisting; reaching at, above, and below shoulder level with right and left shoulders together and/or independent of one another; fine manipulating with fingers; talking; and lifting and carrying up to 34 pounds.

Equipment/Job Location

This position will be located in the City of Mountain Lake City Hall – 930 Third Avenue. Uses common office supplies and equipment, including telephone, adding machine, computer, fax, copier, scanner, laminator, till, communication radio, and postage machine to perform required functions. This position **does** require the operation of an automobile.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Mountain Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.