

HELP WANTED

City of Monticello

Job Title:
Deputy Clerk/
Administrative Assistant

Department:
General Administrative

Reports To:
City Clerk/Treasurer

Salary Range:
\$18.75 to 22.00 /hr.

Essential Duties and Responsibilities – Deputy Clerk/Administrative Assistant (Updated 9/15/2023):

The following list is not to be construed as exclusive or all-inclusive. Management may delegate other responsibilities. Keeps all books, records and general ledgers as required under governmental accounting standards. Responsible for maintaining the accounting modules, including reconciling bank statements, managing journal entries, balance sheets, and trial balances. Processes all aspects of accounts payable, including invoices, bond payments, and lease payments. Processes interfund transfers, including solid waste receipts and police retirement. Assists in preparation of police and fire pension board reports and general employee retirement contribution accounting and reporting. Manages the City's Employee Assistance Program, including scheduling appointments for drug screenings. Works in concert with the City Clerk/Treasurer in posting receipts and coordinating disbursements and appropriate reports. Coordinates utility billing monthly task schedules, approves customer account adjustments, and manages utility department deposits, as necessary. Troubleshoots utility account meter reading issues in conjunction with the Utility Clerk and City Clerk/Treasurer. Prepares and processes bi-monthly payroll for all City Departments, including submission of required state and federal monthly and annual tax and benefit reporting. Management and coordination of new hire enrollment, including benefits enrollment and premium payments. In coordination with Clerk Clerk/Treasurer, completes unemployment compensation, workers' compensation and other state and federal employment reports and documents. Attends meetings of City Council, Local Planning Agency, Historic Design Review Board and other meetings and hearings in the absence of the City Clerk. Assists in preparation and dissemination of legal advertisements, public notices, meeting minutes, ordinances, correspondence in the absence of the City Clerk.

Supervisory Responsibilities:
None.

Desired Minimum Qualifications Required to Perform Job Functions:
*A valid Florida driver license.
*High School Diploma
*Knowledge of governmental accounting principles and practices, accounts payable and payroll functions, working knowledge and experience in the use of QuickBooks software.
*Knowledge of computer hardware and software, specifically Microsoft Word, Excel and Outlook.

Experience Preferred:
Two or more years of experience performing computer-automated accounting, payroll processing, budgeting, and other financially-related analytical tasks. A working knowledge of GAAP and GASB standards is beneficial. An equivalent combination of education, training, and experience which provides the requisite knowledge, skills and ability for this job will be considered.

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Maddie & Tae | May 4