

2. Performs a wide variety of bookkeeping, and clerical work for financial management of the City; enters data into a variety of software programs; uses personal computer to store, manage, and report on departmental functions.
3. Answers customer telephone and walk-up inquiries regarding utilities, municipal income taxes and other city services; sorts and distributes City mail; and answers or directs service complaints and concerns, while providing excellent customer service and creating a positive image of the City for the public.
4. Count and deposit funds received daily; maintain financial records; and generate and produce financial reports for various City departments upon request.
5. Assists the Finance Director with detailed but basic data analysis for process improvements; assists as needed and directed with fixed asset audits, accounts payable, income tax return audits and other similar finance-related tasks; assists with the maintenance and set up of utility accounts and preparation of utility assessments; answers or directs customer inquiries regarding water, garbage and recycling accounts; maintains records; and serves as a liaison to collections agency.
7. Provides back-up assistance to the Building and Zoning department Coordinator as needed and directed with the application process and collection of fees for permits; creates files or other clerical functions.
8. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions
9. Demonstrates regular and predictable attendance, and can be flexible with schedule and hours worked each week.
10. Demonstrates ability to work cooperatively and collegially with co-workers and city management.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs all duties as needed as the front office area is a team environment and cross training and cross functioning are essential.
- Performs other duties as required.

EQUIPMENT OPERATED: (The following are examples only and are not intended to be all inclusive)
Computer, copier, fax machine, calculator, postage meter, and telephone console.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Position is an inside, sedentary office position and is not generally expected to perform duties out-of-doors or to have strenuous physical demands.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Loveland is an Equal Opportunity Employer



City of Loveland Position Description

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)