

TITLE OF CLASS: Utilities Administrative Assistant

TYPE OF POSITION: Exempt Permanent

EFFECTIVE DATE:

DESCRIPTION OF WORK

General Statement of Duties: Performs administrative, accounting, and support work involving Utilities Department operations.

Supervision Received: Works under the general direction of the Utilities Board and the administrative direction of the City Administrator.

Supervision Exercised: Supervises and directs operations of the Utilities Clerk's office and any full or part-time Clerk's assistants.

TYPICAL DUTIES PERFORMED

- Attends meetings of the Utilities Board; arranges and prepares notification of meetings as required by law; prepares Board packets and types agendas; records minutes of all proceedings and maintains accurate and complete records of all actions.
- Maintains Utilities Department financial and accounting records, permit information, etc.
- Determines possible solutions to problems and presents alternatives for review by the City Administrator.
- Receives requests, complaints, and information from the public and either handles or transmits to the appropriate person.
- Prepares and types correspondence, reports, memos, letters, etc.
- Researches information for projects, programs, etc., as needed.
- Attends meetings and conferences on a variety of relevant topics.
- Works with collection agencies, state and county agencies, and other municipalities to solicit and provide information and coordinate Utility business.
- Completes and submits state, federal, and county forms and reports.
- Sets up and operates office computer systems for accounting, financial reporting, and payroll.
- Types vouchers, codes bills, types accounts payable list for Board approval, pays bills and sends them out.
- Conducts year-end closing of accounts; verifies accuracy of records.
- Calculates, records, mails and collects bills for water, wastewater, and labor and materials provided; reviews billings for collection; sends shut-off notices.
- Answers questions and responds to complaints and discrepancies with bills.
- Maintains updated customer account information, records cash receipts including coding, adding, and verifying receipts, entering the receipts into the computer system and recording in the ledger; and preparing reports for the Board and City Administrator.
- Computes, prepares and submits sales tax and MDH fees quarterly reports to the State.
- Greets the public, provides information, answers questions, researches files, issues permits.
- Reviews and audits time cards, obtains necessary approvals and types payroll checks. Tracks employee vacation and sick leave usage and accrual.
- Reconciles bank statements and transfers or deposits money as needed; calculates passbook savings; and determines money available for investment.
- Computes payroll and submits federal, state, FICA, PERA, Medicare and insurance reports for payroll withholding and sends to appropriate agencies.

- Distribute gopher State one-call locations, reports the NLR's to Gopher State one-call
- Maintains and updates inventory records.
- Makes photocopies and files as needed.
- Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of accounting and billing practices and procedures.
- Considerable knowledge of modern office practices, procedures, and equipment including operation of a personal computer.
- Considerable knowledge of payroll practices and procedures.
- Considerable knowledge of Utility services, operations, and procedures.
- Working knowledge of laws, rules, and regulations affecting the Utilities Department.
- Considerable ability to type and enter information into an automated system with speed and accuracy.
- Considerable ability to communicate effectively with City staff appointed officials, and the general public.
- Considerable ability to prepare financial reports.
- Considerable ability to perform mathematical calculations and maintain accurate records.
- Considerable ability to prioritize work, research files, and problem solving.

MINIMUM QUALIFICATIONS

Three years of general ledger accounting and/or bookkeeping experience. (An Associate degree in business or accounting with a minimum of 30 college credits in accounting or bookkeeping can substitute for one year of above experience; a bachelor's degree in same can substitute for two years of above experience.)