



## City of Umatilla

The City of Umatilla is recruiting for an Administrative Services Manager. This position requires a Bachelor's in accounting, business administration, finance, or a related field and have a thorough knowledge of generally accepted accounting principles. This position also requires four years of progressively responsible administration experience in purchasing, accounts payable, accounts receivable, payroll, or other responsibilities, preferably in a municipal setting and at least one year of supervisory experience. Any equivalent combination of education and progressively responsible work experience may substitute for the required education on a year for year basis. Must have a valid State of Oregon driver's license or have ability to acquire. Must pass a background check and be bondable. Salary \$72,287-\$84,967/yr. DOQ plus excellent benefits. City is asking applicants to turn in a cover letter and resume. Information and job description can be found on City of Umatilla's website [www.umatilla-city.org](http://www.umatilla-city.org). Complete packets can be mailed to City of Umatilla, PO Box 130, 700 6<sup>th</sup> St., Umatilla, OR 97882. Closing date: March 15, 2019. EOE/AA.



# City of Umatilla

<b>Job Title:</b>	Administrative Services Manager	<b>Job Category:</b>	Non-Union; Non-Exempt
<b>Department/Group:</b>	Finance	<b>Pay Grade:</b>	G on Resolution No. 47-2019
<b>Location:</b>	City Hall	<b>Reports to:</b>	Director of Finance and Administrative Services
<b>HR Contact:</b>		<b>Position Type:</b>	Full Time
<b>Supervision:</b>	Exercised: Utility Clerk, Accounting Clerk, Office Assistant Received: Works under the direction of the Director of Finance and Administrative Services.		
<b>Minimum Qualifications:</b>			
<ul style="list-style-type: none"> <li>At least four years of progressively responsible experience in purchasing, performing accounts payable and accounts receivable, payroll, or other accounting responsibilities, preferably in a municipal setting. This experience must include at least one year of supervisory experience.</li> <li>Bachelor's degree in accounting, business administration, public administration, finance, or other related field. Strong coursework in accounting required.</li> <li>Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.</li> <li>Thorough knowledge of generally accepted accounting principles and procedures.</li> <li>Extensive knowledge of payroll and benefits regulations and reporting requirements.</li> <li>Possess and maintain a valid OR Driver's License with an acceptable driving record.</li> <li>Must pass a background check and be bondable.</li> </ul>			
<b>Job Description</b>			
<b>GENERAL PURPOSE</b>			
<p>Under general direction of the Finance and Administrative Services Director, performs complex professional, administrative and technical accounting and finance duties or functions in maintaining the fiscal records and systems of the City of the City.</p>			
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>			
<b>ACCOUNTS PAYABLE:</b>			
<ul style="list-style-type: none"> <li>Ensures purchases are in compliance with City policy and State statutes; provides purchasing assistance to City staff as required.</li> <li>Verifies accuracy of invoices received by the City prior to entering them into the accounting system; distributes invoices for approval; prepares and distributes appropriate tax forms and related reports.</li> </ul>			

- Code invoices to appropriate general ledger accounts.
- Handle vendor inquiries.
- Set up new credit lines with vendors, prepare credit applications.
- Prepare monthly report of checks issued for City Council approval.

#### **ACCOUNTS RECEIVABLE**

- Reconciles payments received from the Umatilla Marina & RV Park and prepares daily deposit.
- Verifies daily cash receipts from other finance staff and prepares a combined daily deposit.
- Updates general ledger daily, verifying accuracy of revenue codes.
- Prepares A/R invoices as needed.

#### **PAYROLL**

- Verifies timesheets and enters information into accounting system.
- Prepare direct deposit vouchers for supervisor review.
- Prepare payroll and create employee paystubs.
- Maintain records of employee's schedules step increases, sick leave, vacation and comp time.
- Processes payroll related liabilities such as Aflac, Deferred Comp, PERS, insurance, etc.
- Prepares quarterly and year-end payroll reports, payroll tax deposits, summary reports and W-2 forms according to state and federal regulations.
- Researches payroll related policies and procedures.

#### **OTHER**

- Supervises, evaluates and directs the work of the Utility Clerk and other office staff as directed. Provides leadership, direction and mentoring to staff. Prepares performance evaluations.
- Assists with month end closing process, including bank account reconciliations and journal entry preparation.
- Assists in the preparation and monitoring of the annual City budget.
- Assists with unclaimed property reporting.
- Covers office staff's responsibilities during absences, including in the absence of the Finance & Administrative Services Director.

This list is illustrative only and not intended to specify every duty and job responsibility.

#### **PREFERRED SKILLS**

#### **ABILITY TO:**

- Interpret and apply federal, state and local policies, laws and regulations.

- Effectively supervise staff while striving to provide strong leadership and professional development opportunities.
- Prepare, interpret and communicate financial information verbally and in a spreadsheet format.
- Effectively communicate with Department Heads and establish working relationships with fellow employees and the public.
- Perform tasks to meet deadlines while maintaining accuracy and attention to detail.
- Effectively manage competing priorities and work assignments.

**TOOLS AND EQUIPMENT**

Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint. Also extensive use of Caselle government accounting software.

Use of office equipment such as computer, phone, copier, 10-key calculator, typewriter, fax machine, copy machine and automobile.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments. Occasional overtime is required with occasional work on nights and weekends.

Reviewed By:	Dave Stockdale, City Manager	Date:	February 21, 2019
Approved By:	Dave Stockdale, City Manager	Date:	February 21, 2019
Last Updated By:	Melissa Ince, Finance Director	Date/Time:	February 21, 2019

David Stockdale  
City Manager