



*The mission of the City of Yankton is to provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.*

Job Description: **Finance Generalist**

Location: City Hall

Department/Division: Finance Office

Reports to: Deputy Finance Officer

FLSA: Non-exempt

Pay Range: 32

**Definition:** Under general supervision, performs various financial functions for the City of Yankton. This includes tasks in customer service, accounts receivable, accounts payable, utility billing, licensing, municipal elections, and meeting auditing standards.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

**Tasks:**

- Sets up cash drawer for daily transactions; opens safe; receives and enters all incoming cash; maintains control sheets.
- Greets customers and provides necessary information.
- Balances cash drawer; runs reports and maintains files; maintains accounts receivable files.
- Bills customers for plumbing, water/sewer connections and building permits; monitors files for payment.
- Prepares purchase orders for payment, matches purchase orders to checks; files paid purchase orders.
- Maintains appropriate files and records; processes licenses for liquor, malt beverage, restaurant and other city licenses.
- Sets up and maintains bids, answers inquiries regarding purchase orders, license, bids, etc.
- Responds to questions on special assessments and procedures
- Prepares cash deposits; views daily cash control sheets; balances checks and money.
- Enters receipts into computer, runs edit report.
- Delivers outgoing mail to post office, picks up and sorts mail.
- Assists other finance staff member with connects/disconnects, opening mail, explaining billing procedures, and answering phones
- Prepares commissioner meeting notes and minutes for the Finance Officer
- Assists in municipal election as assigned

- Completes special projects as assigned
- Performs related work as required and other duties as assigned

**Knowledge, Skills, and Other Characteristics:**

- Knowledge of basic accounting principles and practices
- Knowledge of modern office practices, procedures and equipment
- Knowledge of federal and state election laws
- General knowledge and experience with Microsoft office programs, including Word, Excel, Outlook and the Internet
- Skill in accurately reporting detailed information
- Skill in establishing priorities and organizing work
- Ability to deal tactfully and effectively with customers, the general public, and coworkers to convey concise and accurate explanations of policies, procedures, and requirements and maintain a positive attitude at all times

**Qualifications:**

High School diploma or G.E.D;

Associate degree in accounting or financial management or equivalent work experience preferred

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Driver's license requirement:

- Essential
- Non-essential
- CDL required

9/5/2023