



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, record retention, 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:

- Greets customers, answers phones, and provides necessary information.
- Sets up cash drawer for daily transactions; opens safe; receives and enters all incoming cash; maintains control sheets.
- Balances cash drawer; runs reports and maintains files; maintains accounts receivable files.
- Prepares cash deposits; enters internal department deposits, views daily cash control sheets; balances checks and money.
- Daily errands include: picking up and sorting mail, delivering outgoing mail, and taking deposits to the bank.
- Bills customers for plumbing, water/sewer connections and building permits; monitors accounts receivable files for payment.
- Occasional petty cash reimbursements.
- Maintains appropriate files and records; helps with record retention; helps lookup historic records as requested by City Staff.
- Enters receipts, ACH payments, and manual checks into computer, and run reports.
- Responds to questions on special assessments and procedures.
- Prepares commissioner meeting notes and minutes; compose and send for publication.
- Assists in municipal election as assigned.
- Assists other finance staff members with utility connects/disconnects, opening mail, explaining billing procedures, answering phones, etc. as needed.
- Maintain and update accounts payable, vendor information, and internal purchase orders
- Prepares purchase orders for payment, matches purchase orders to checks; files paid purchase orders

- Issue manual checks as needed; track drawdown payments; schedule and pay special appropriation payments according to the annual budget.
- Audit credit card payments, and help maintain credit card receipts.
- Prepare expenditure reports for commission meetings
- Maintain city licenses and corresponding files and records
- Process licenses for Liquor, Malt Beverage, Video Lottery, Medical Cannabis Dispensary, Restaurant, Vehicle for Hire, and all other City Licenses.
- Guide and process customers Special Events Licenses.
- Prepare notice of hearings, and send for publication
- Sets up and maintains bids, answers inquiries regarding purchase orders, license, bids, etc.
- 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

4/11/2024