

**CITY OF JONESBORO**  
**Finance Office Manager**  
**Job Description**

**Exempt:** Yes  
**Department:** Finance  
**Reports To:** CFO  
**Location:** 300 S Church Jonesboro AR  
**Date Prepared:** December 13, 2013  
**Date Revised:**

**GENERAL DESCRIPTION OF POSITION**

This position assist in preparing annual operating budgets, coordinating and documenting budget amendments and recording budget adjustments. This position is also responsible for preparing, processing and maintaining payroll and insurance records for the city.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Prepares and processes the city payroll, assembles payroll data, establishes critical information such as how much is to be paid when an employee terminates or is hired, checks the submitted data for errors, enters data to the computer, checks for errors again before recording and processing payroll deductions, prints payroll stubs, prepares paystub for distribution to employees and sends the direct deposit information to the bank; prepares and submits electronic tax deposits for Federal and State taxes; scan payroll related documents into R2M. This duty is performed daily.
2. Prepares various monthly, quarterly and annual reports using payroll for submission to state and federal authorities; files returns; prepares annual W2 forms and 1099 R; prepares monthly reports to send to Drug Task Force for reimbursement of overtime for City policemen. This duty is performed monthly.
3. Performs such general office duties as answering the phone, assisting customers, preparing copies of records, and typing materials, picking up mail from the post office, then sorting it by department, separating the checks for the Collections office for receipting. This duty is performed daily.
4. Does reports for annual salaries for the retirement plan; keeps records for non-uniform pension and updates salaries, new hires, and terminations for insurance company. This duty is performed weekly.
5. Maintains records of payroll deductions including child support, garnishments, and bankruptcies; enters data into the employee's deductions such as their voided check information, Christmas club information, etc. This duty is performed weekly.
6. Balances several group insurance billings on monthly basis; maintains records of retirees who have kept insurance and ensures that retirees pay monthly premiums; entering and balancing several union/professional dues for employees. This duty is performed monthly.

7. Processes and prepares payment for Police and Fire Retirement monthly billings; updates all salaries and contributions; prepares checks for City Matching and posts to budget records. This duty is performed weekly.
8. Assists Accounts Payable Technician by entering bills into computer for payment. Processes & prepares payment for retiree entering for prior non-uniform plan. This duty is performed monthly.
9. Attends various management and city council meetings to respond to technical questions and to clarify information; tracks ordinances that have fiscal impact to the city; participates in drafting ordinances and monitors and revises legislation during legislative sessions. This duty is performed weekly.
10. Provides administrative support to management and budget staff: assists in the design, development, preparation, and administration of annual and special budgets; prepares and maintains budget status reports; meets with department directors and/or fiscal personnel to obtain additional information, discuss budgetary needs, and to provide advice on budgetary procedural problems. This duty is performed weekly.
11. Evaluate department requests and makes recommendations to executive and legislative officials and staff based on analysis, justification, and program knowledge; provide technical assistance to agencies concerning a variety of fiscal-related activities. This duty is performed weekly.
12. Assist other departments with Springbrook reports and training in using Springbrook. This duty is performed daily.
13. Reviews computer generated reports to ensure accuracy and completeness, correct and/or revise data, and notify others of discrepancies as necessary; assemble data, prepares reports and correspondence and maintains a variety of records and files. This duty is performed weekly.
14. Answers questions related to the payroll system for employees, including inquiries about tax deductions and pay rates. This duty is performed daily.
15. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

**CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

**SOFTWARE SKILLS REQUIRED**

Advanced: Payroll Systems

Intermediate: Accounting, Spreadsheet, Word Processing/Typing

Basic: 10-Key, Alphanumeric Data Entry, Contact Management, Database, Human Resources Systems, Presentation/PowerPoint, Programming Languages

**INITIATIVE AND INGENUITY****SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

**MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

**SUPERVISORY RESPONSIBILITIES**

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and

checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: None

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

No responsibility for this factor.

### **ACCURACY**

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

#### **ANNUAL MONETARY IMPACT**

None. Job does not create any dollar monetary impact for the organization.

#### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

### **PUBLIC CONTACT**

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

### **WORKING CONDITIONS**

Normal working conditions as found within an office setting, wherein there is controlled

temperature and a low noise level, plus a minimum of distractions.

### **ENVIRONMENTAL CONDITIONS**

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

The noise level in the work environment is usually moderate.

### **PHYSICAL ACTIVITIES**

The following physical activities 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 the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit; frequently required to stand, walk, talk or hear; and occasionally required to use hands to finger, handle, or feel, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

### **ADDITIONAL INFORMATION**

Not indicated.