

CITY OF MOUNTAIN HOME, AR

Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.

POSITION DETAILS:

Date Posted: 6/5/23	Department: General Administration	Title: Deputy Treasurer
Posting Expires: 6/15/2023	Location: City Hall Annex	Grade & Status: Grade 16 FT
Contact Phone: 870-425-7042	FLSA: Non-Exempt	Salary Range: \$21.40 - \$23.15

DAYS & HOURS OF OPERATION: 8:00 am – 4:30 pm Monday – Friday

WHERE TO APPLY (in person or via us mail): **City of Mtn Home HR Dept.**
720 S Hickory St
Mountain Home, AR 72653

JOB NOTICE -

APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.

DESCRIPTION

SUMMARY: Works under the direction of the Treasurer and/or Chief Deputy Treasurer and is responsible for the City's payroll administration including all tax payments and necessary reporting; and, is responsible for the accounts payable functions of the City; and, other duties as may be assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- 1) Performs routine accounting duties, following appropriate procedures to ensure timely and accurate preparation.
- 2) Administers computerized payroll procedures for the City;
- 3) Maintains employee payroll records; administers payroll deductions; prepares corresponding reports.
- 4) Compiles time worked from time sheets or records and calculates pay including standard deductions, taxes, overtime, salary changes, sick pay, holiday, and special pay.
- 5) Administers payroll deductions in the accounting system; submits deductions and any reports to proper authority before deadlines
- 6) Retirement reporting and payments of LOPFI, APERS or other.
- 7) Prepares and submits Federal, FICA and State Income Tax Deposits, unemployment tax, employer contributions, garnishments and special allowances by the established deadlines.
- 8) Administers accounts payable invoices due for the City. Ensures all invoices paid by due date and submits sales taxes due.
- 9) Maintains all department fixed assets.
- 10) Reports all unclaimed property to the state.

- 11) Maintains confidential records and files
- 12) Assists Treasurer and/or Chief Deputy Treasurer with the balance of cash receipts and bank deposits when necessary.
- 13) Performs general office and clerical duties as assigned.
- 14) Performs other related duties as assigned.

SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- 1) Thorough knowledge of accounting principals.
- 2) Must have thorough knowledge of payroll tax regulations and ability to ensure accuracy with highly confidential materials.
- 3) Knowledge of relevant laws, City and departmental policies and procedures.
- 4) Ability to follow complex oral and written directions and to prepare complex data reports.
- 5) Ability to perform assignments with minimal supervision and under tight deadlines.
- 6) Thorough computer skills with proficiency in Microsoft Office programs including Excel. Ability to prepare/retrieve reports and data.
- 7) Strong math aptitude and ability to work accurately with numbers.
- 8) Strong interpersonal, organizational and communication skills.
- 9) Skill in operating standard office and accounting equipment related to position. (typewriter, computer, printer, copier, calculator, accounting software and others as may be needed)

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear. The employee's work is typically performed at a desk or table with employee intermittently sitting, standing, stooping, walking; and, requires reaching and manual dexterity. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms. Lifting boxes a maximum of 20 – 25 pounds is required.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. Work is performed in an office with frequent use of a computer and other office equipment.

IMMEDIATE SUPERVISOR:

The Treasurer and/or Chief Deputy Treasurer assigns work in terms of general instructions requiring the use of much judgment. Tasks performed routinely are done on the basis of established and learned procedures. Employee works under the supervision of the Treasurer and/or Chief Deputy Treasurer to perform assigned tasks and work is not routinely reviewed, but may be checked for the nature and propriety of final results.

MINIMUM QUALIFICATIONS:

- 1) Experience sufficient to thoroughly understand the diverse objectives and functions of the City and its finances, usually associated with the completion of a degree in accounting or five years of paid full-time employment as a bookkeeper or accountant or any combination of training and experience that provides the required knowledge, skills and abilities.
- 2) The ability to know and understand relevant State and Federal Laws, insurance regulations, City Ordinances, and City and departmental policies and procedures. Most guidelines are clear and specific but some require interpretation in application.
- 3) The ability to keep records of all City functions and to ensure the proper accounting of funds received.
- 4) Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- 5) Valid Driver's License

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

THE CITY OF MOUNTAIN HOME IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.



Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:
CITY BULLETIN BOARDS
WORKFORCE SERVICES
CITY WEBSITE
INDEED. COM