



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
September 5, 2017

Committee #2 met on Tuesday, September 5, 2017 at 11:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: Chuck Hull and John Monarski. Absent: CW King
Mayor/Other Council Members present: Mayor Hoffman, Rob Kiefer
Others present: Finance Manager/Treasurer Lynne Bauer

Call to Order: 11:00 AM

1. Discuss request to fill Fiscal Clerk II vacancy. Possible recommendations to the Council.

Finance Manager/Treasurer Lynne Bauer presented an updated job description and asked for permission to fill the vacant Fiscal Clerk II position. After discussing the job description, there was a change from 75 pounds to 50 pounds under the "Work Condition and Physical Demands".

Motion by Monarski/Hull to recommend the Council approve filling the vacant Fiscal Clerk II position and the updated job description. **All present voted aye. Motion carried.**

2. Adjournment

Motion by Monarski/Hull to adjourn at 11:05 AM. **All present voted aye. Motion carried.**

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

**City of Chippewa Falls
Position Description**

Title: Fiscal Clerk II
Department: Finance/Administration
Reports to: Finance Manager/Treasurer
FLSA Status: Non-Exempt
Prepared: September 2017
Wage Rate: \$19.94/hour

Position Summary

The essential functions of this position are listed below and are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

This position maintains the accounting records of the City and assists the Finance Manager/Treasurer in other key financial operations of the City including tax collections, purchasing, and annual budget preparations. The position shall also maintain all financial records of the City and assist the Treasurer in making investments of surplus City funds. All activities should be carried out consistent with Generally Accepted Government Accounting Principles (GAAP).

Essential Duties of the Position:

- Processes and maintains journal entries, cash receipts and purchase orders.
- Reconciles bank statements. Responsible for bi-weekly reconciliation of balance sheets and accounts.
- Processes and maintains most accounts receivable. Ensures that daily receipts are deposited to the proper accounts.
- Processes and maintains accounts payable. Bills private firms for city fees associated with development. Records delinquent taxes for County Treasurer collection.
- Assists Treasurer in processing tax collections of Personal and Property Taxes for the City and provides cashiering service for most City departments, including Utility.
- Maintains special assessment accounts and prepares special assessments in connection with annual property tax bills.
- Assists Finance Manager in preparing annual budget projections and spread sheets.
- Prepares budget and year end fund account summaries and schedules for annual independent audit.
- Reviews and confirms department invoices and expenditures and submits to Finance manager for City Committee action.

- Reviews all purchase orders and matches invoices and delivery information against such orders before authorizing final payments. Works with department personnel to uphold sound City purchasing practices.

(Note: The duties listed above are not an exclusive listing, but are examples only)

Qualifications:

Ability to deal with public in a pleasant, competent, professional manner.

Knowledge of bookkeeping procedures and practices.

Knowledge and experience with banking practices.

Ability to prepare detailed and accurate financial records and reports.

Considerable experience in developing and maintaining computerized spreadsheets which track revenues and expenditures over a period of time.

Associates Degree with a major in Accounting, Business Administration, Finance, or in a related subject and at least four years experience in a similar responsible position in either a governmental, non-profit or private firm or the equivalent combination of education and experience.

Ability to communicate effectively, orally and in writing.

Employee must be bondable (insurable) for the purpose of dealing with cash.

Work Condition and Physical Demands:

Work is performed in a general office environment. Lifting requirements are 20 pounds but occasionally will have to lift and/or move up to ~~76~~ 50 pounds.

Initial Probationary Period:

A successful candidate will be expected to serve a six month probationary period and pass a background check.

**CITY OF CHIPPEWA FALLS
JOB DESCRIPTION**

Job Title: Fiscal Clerk II

Date of Creation: 9-7-2005

FLSA Status:

Hourly Rate: \$16.12 (probationary). Projected to increase to approximately \$16.50 an hour after six months

Title of Immediate Supervisor: Finance Manager/Treasurer

Job Summary:

This position maintains the accounting records of the City and assists the Finance Manager/Treasurer in other key financial operations of the City including tax collections, purchasing, and annual budget preparations. The position shall also maintain all financial records of the City and assist the Treasurer in making investments of surplus City funds. All activities should be carried out consistent with Generally Accepted Government Accounting Principles (GAAP).

Essential Duties of the Position:

- Processes and maintains journal entries, cash receipts and purchase orders.
- Reconciles bank statements. Responsible for bi-weekly reconciliation of balance sheets and accounts.
- Processes and maintains most accounts receivable. Ensures that daily receipts are deposited to the proper accounts.
- Processes and maintains accounts payable. Bills private firms for city fees associated with development. Records delinquent taxes for County Treasurer collection.
- Assists Treasurer in processing tax collections of Personal and Property Taxes for the City and provides cashing service for most City departments, including Utility. Will work with new credit card account policy in 2006.
- Maintains special assessment accounts and prepares special assessments in connection with annual property tax bills.
- Assists Finance Manager and City Administrator in preparing annual budget projections and spread sheets.
- Prepares budget and year end fund account summaries and schedules for annual independent audit.
- Reviews and confirms department invoices and expenditures and submits to Finance manager for City Committee action.
- Reviews all purchase orders and matches invoices and delivery information against such orders before authorizing final payments. Works with department personnel to uphold sound City purchasing practices.

(Note: The duties listed above are not an exclusive listing, but are examples only)

Qualifications:

Ability to deal with public in a pleasant, competent, professional manner.

Knowledge of bookkeeping procedures and practices.

Knowledge and experience with banking practices.

Ability to prepare detailed and accurate financial records and reports.

Considerable experience in developing and maintaining computerized spreadsheets which track revenues and expenditures over a period of time.

Completion of college level coursework and award of at least an Associates Degree with a major in Accounting, Business Administration, Finance, or in a related subject and at least two years experience in a similar responsible position in either a governmental, non-profit or private firm. Ability to communicate effectively, orally and in writing.

Employee must be bondable (insurable) for the purpose of dealing with cash.

Work Condition and Physical Demands:

Work is performed in a general office environment. Lifting requirements are 20 pounds or less.

Initial Probationary Period:

A successful candidate will be expected to serve a six month probationary period and pass a background check. If the employee does not successfully complete the probationary period, as determined by the Supervisor, they may be assigned or reassigned other work, if available. If not, they may be terminated. If they successfully complete the probationary period, the employee would immediately progress to the next higher step in the appropriate pay schedule.