



## City of Livingston, Montana Finance Clerk

### Job Description:

The City of Livingston, Montana is seeking a highly motivated individual to perform the role of **Finance Clerk**. The principal function of an employee in this full-time role is to perform technical and administrative accounting work processing and monitoring financial transactions for the City of Livingston. The work is performed under supervision and direction of the Finance Director. The nature of work performed requires the employee to build and maintain effective working relationships with coworkers, manager, and the general public.

**To apply, please send resume and cover letter via email to Human Resources at [HR@LivingstonMontana.org](mailto:HR@LivingstonMontana.org) or by mail/in person to City of Livingston, Attn: HR, 220 E. Park St, Livingston, MT 59047. Open until position is filled.**

**Work Location:** In person at City Hall 220 E Park St, Livingston, MT 59047

**Job Type:** Full-time, year-round      **Rate of Pay:** \$22.00 - \$24.00 per DOE Hourly, non-exempt

**Shifts:** 40 hours per week, Monday through Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m. to 4:00 p.m.

### Full-time Benefits Include:

- Montana Public Employee Retirement Plan (PERS)
- Holiday pay, vacation accrual, sick accrual, and paid parental leave
- Medical, dental, vision, and life insurance with a generous monthly employer paid stipend
- Flexible Spending Accounts, Health Savings Account, and/or Health Reimbursement Account
- Employee assistance plan

### Qualifications for Success:

- Ability to work well and communicate effectively with the public, coworkers, and managers
- Must have high attention to detail with accuracy
- Assists customers over the phone, via email or in person with respect to the following: utility billing and payments, opening and closing customer accounts, pet licensing, accounts receivable billing, parking ticket payments
- Balances cash drawer daily and prepares deposits
- Processes delinquent accounts and works with Public Works team on the set up and shut off of accounts
- Maintains and balances a variety of financial records, ledgers, and accounts
- Responds to citizen complaints and/or inquires in a timely manner by helping, referring to the appropriate department, or referring more complex issues to a higher level of authority, as appropriate
- Receives, sorts, and distributes in-coming mail
- Assists with daily and weekly USPS mail drop off and pick up
- Prepares and reconciles reports as requested
- Assures data integrity and confidentiality for all City and customer records
- Performs data entry of daily transfer station charges and commercial garbage collections
- Provides blank, up to date, copies of the commercial garbage spreadsheets to the Public Works department
- Copies, scans, emails, and files records
- Performs other duties as assigned to assist with the operations for the Finance Department

**Knowledge of:**

- Cash handling procedures, preferred
- Principles of customer service
- Previous experience in an office environment, preferred

**Education/Certifications:**

- High School Diploma or equivalent, preferred.

**Requirements:**

- Excellent written, verbal, and interpersonal skills and ability to follow oral and written policies, procedures, and instructions and communicate in both technical and non-technical language
- Must be able to be punctual and have reliable and steady work attendance
- Strong organizational abilities and attention to detail
- Ability to work with frequent interruptions
- Ability to use office equipment including photo copier, scanner, and computers
- Must be able to Use Microsoft Office, Excel, Word, and computerized accounting at a highly proficient level
- Ability to perform mathematical calculations with speed and accuracy
- Ability to work independently and as part of a team
- As a condition of hire, the final candidate will be required to successfully pass a criminal and background check

**Physical Demands / Work Environment**

*The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position is based in a busy, open area office setting, public facing, and with frequent interruptions.
- Ability to stand, walk, lift, carry, bend, reach, and climb.
- May occasionally lift between 10 - 25 pounds. May occasionally lift over 25 to 50 pounds with assistance.
- This position is located in an office setting, indoors. May occasionally have meetings or work business in the City-County building as well. Will require outdoor exposure for postal and banking trips.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form and in-person.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate scale, computers, phones, cash / credit machines.
- Sufficient hearing, with or without reasonable accommodation, to comprehend questions and instructions from others.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently function in the performance of work, including stooping, bending, twisting, and walking.

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