

City of Beresford  
Position Description  
Finance Assistant

**Purpose of the Position:** Perform the duties of Payroll and Accounting along with duties of other Clerks in their absence.

**Position Location:** This Position is located in the Finance Department for the City of Beresford.

**Supervisory Controls:** Works is performed under the supervision of the Finance Officer.

**Essential Functions of the Position:**

- Performs duties as Payroll
  - Process Bi-Weekly Payroll
  - Prepares various payroll reports and reviews
  - Year End Reports (W-2's, 940's)
- Perform duties as Accounts Payable
  - Directs invoices to department heads for correct coding
  - Enters invoices, reports and claim listing for City Council meetings
  - Issues checks after Council approval
- Bridges at Beresford Golf Course and Event Center duties
  - Enters daily deposits to General Ledger
  - Maintains spreadsheet of daily deposits
- Other responsibilities
  - Manage delinquent accounts
  - Assist with sales tax reporting
  - Acts as backup Recorder for City Council meetings, posts agenda and minutes to city website
  - Print and mail invoices
  - Backup entering utility and telephone payments
  - Perform duties as designated by Finance Officer
    - Enter telephone, cable and CABS billing to Fund Accounting Software
    - Enter cash payments into accounts receivable fund software
    - Assist with Annual Audit
- Additional functions of the position
  - Maintains Web page as applicable
  - Social Media posts
  - Order Office Supplies
  - Assist department heads and their employees with administrative issues

- Assist city walk-in customers as needed
- Backup office staff
- Perform other duties as assigned
- Knowledge Skill and Abilities required
  - Must be proficient in the use of Microsoft Word, Excel and accounting software
  - Possess effective customer service skills, both verbal and written
  - Knowledge of services offered and pricing
  - Ability to work independently with little supervision
- Minimum qualifications:

This position requires a High School Diploma or G.E.D. Certificate, a basic knowledge of payroll, accounts payable, accounting functions and experience in an office setting with the ability to use computers and other office equipment.

The City of Beresford is an Equal Opportunity Employer