

FINANCE DEPARTMENT

Mission

To provide fiscal and financial support and service to City Council, City departments, customers and citizens. The Department is committed to providing timely, accurate, and complete information.

Core Services

- Provides oversight and attention to the City's overall finances
- Monitors the receipt, disbursement, and investment of City funds
- Maintains an accurate and reliable accounting and reporting system
- Provides purchasing and contract services citywide
- Provides a variety of walk-up, telephone, and internet customer services
- Invoices and collects revenue, and disburses payments to customers and citizens

Volunteer Opportunities

- **Cashier Assistant**
 - Duties: Collect payments over the counter and through the mail; Receive, count, balance and report all revenue; Post daily forms and records associated with payments; Assist with other data entry/clerical functions as requested.
 - Qualifications: Good customer-service skills; Accuracy; Able to operate various pieces of office equipment, including computers and calculators.
- **Clerk: Customer Service**
 - Duties: Answer calls and address inquiries from Utility customers; Capture call data in writing for Customer Service Representative call-backs; Filing and/or scanning various Utility forms; Assist staff with various clerical functions.
 - Qualifications: At least one year of customer-service telephone experience; Good telephone and computer skills; Knowledge of various office equipment and computer word-processing functions (Microsoft Office).
- **Data Analyst: Purchasing Card Auditor**
 - Duties: Spot check and review citywide Visa purchases bi-weekly by comparing invoices with what is received on the report; Verify city policies have not been breached.
 - Qualifications: Detail oriented, preferably with auditing background; Competent with calculator and computer.
- **Data Entry: Office**
 - Duties: Scan documents; Upload photos and copy to on-line auction site; Convert PDF files to website.
 - Qualifications: Able to operate a computer, scanner, and other office equipment.