

City of Altoona Position Description

Title: Director of Administrative Services
Department: Administration/Finance
Reports to: Administrator
Date: October 2017
FLSA Status: Exempt
Reports to: City Administrator

Position Summary

This position performs professional level accounting duties, conducts all duties related to benefits administration, provides employee supervision, assists the City Administrator with any other duties as assigned. Specific duties include accounts payable; accounts receivable; bank deposits; aiding in budget preparation; payroll administration; benefits administration; customer service supervision (one employee); and answering inquiries regarding tax collections, special assessments, utility billing, and collection of fees for sanitary sewer, storm water, and fire protection for over 3000 customers. The position maintains and processes the payroll for employees on a bi-weekly basis. The position handles cash revenues in excess of \$4,000,000.

Essential Attributes

The following attributes are necessary for the position. These are not to be construed as exclusive or all-inclusive.

- Demonstrates an understanding of the full range of principles, theories, terms, techniques, trends and procedures associated with modern management. Plans and coordinates administrative activities such as human resources training, budget preparation and control and special management studies.
- Demonstrates computer literacy and ability to learn operation of new software.
- Demonstrates an ability to create reports and recommendations on a wide variety of subjects, formal responses to inquires or requests for information, and writes or edits reports and correspondence before release or publication.
- Demonstrates an ability to plan and manage multiple projects that have Citywide and/or community impact and may have changing priorities. Demonstrates an ability to negotiate and meet deadlines and to prioritize immediate and long-range issues.
- Demonstrates an ability to produce timely, accurate, and easily-understood reports and correspondence to ensure proper communication with the intended party.
- Demonstrates the ability to transfer one's knowledge to others and positively influence others.
- Demonstrates ability to accommodate other duties as directed by the City Administrator.

Payroll/Human Resources Duties

- Maintains City payroll system; calculates wages including tax and social security deductions.
- Prepares payroll checks.
- Prepares tax and unemployment reports.
- Calculates and transmits payroll taxes.
- Calculates and transmits Wisconsin Retirement System Report.
- Calculates union back pay and withholdings when contracts are finalized and prepare checks.
- Maintains personnel records including W-4s and seniority lists.
- Maintains personnel records related to fringe benefits including health, dental and disability insurance, sick leave, vacation, holidays and executive days.
- Maintains section 125 records.
- Prepares annual W-2s and 1099s.
- Ensures all paperwork is distributed to new employees and completed correctly.
- Prepares annual employee statements regarding fringe benefits.
- Prepares workers compensation reports and maintain workers compensation files.
- Prepares reports for annual workers compensation audit.
- Answers all questions from employees regarding fringe benefits.
- Prepares year end reconciliation for Wisconsin Retirement System, Life Insurance and Income Continuation Insurance.
- Assists in the evaluation of employee compensation programs including fringe benefits.
- Facilitates bidding process when needed for dental, health and vision insurance.
- Maintains the City's personnel manual.
- Verifies accuracy of timesheets.
- Adjusts employee's sick time, vacation time and compensatory time.
- Assists employee's with general questions concerning benefits.

Accounting Duties

- Codes and posts a variety of vouchers, receipts and disbursements to the appropriate control accounts and insures the accuracy and input of information into the City's accounting system.
- Records and codes cash receipts.
- Prepares and posts accounts payable vouchers and prepares checks.
- Deposits cash into appropriate bank accounts and transfers funds as needed.

- Receipts and posts special assessment payments.
- Distributes personal property tax bills.
- Collects and deposits personal property taxes.
- Collects property tax payments and distributes to the County Treasurer.
- Prepares and distributes statements of delinquent personal property taxes to other taxing jurisdictions. Prepares and distributes tax settlements to other taxing jurisdictions including school districts, county and lake district.
- Prepares miscellaneous billings for fire inspections fees, weights and measures fees, Associations, Towns, Title companies, etc.
- Maintains listing of mobile home owners and related taxes.
- Prepares yearly mobile home lottery credit reports.
- Reports tax exempt properties to the state.
- Assists with annual and special audits.
- Maintains HRA software and forms and completes paperwork submitted by employees for reimbursement.
- Provides assistance to the public concerning inquiries regarding property assessments, property descriptions, parcel numbers, property addresses, utility bills, property taxes, etc.
- Codes expenditures using the correct account codes.
- Works with County Treasurer's Office relating to tax collections and settlements. Verifies tax roll numbers.
- Works with Residents to answer questions on utility bills, property bills or questions in general.
- Works with Vendors in regard to invoices or insurance benefits.
- Assists Department Heads with budgeting questions or requests for special reports.
- Responds effectively to resident complaints/concerns in regard to water bills.

Supervisory Duties

- Supervises the City's Customer Service/Administrative Assistant in all aspects of their job duties.

Formal Preparation and Experience Required to Qualify for the Position

Bachelor's degree in business administration or accounting required; however, any equivalent combination of experience, education and training that would provide the level of knowledge and ability required for this position may be substituted for formal education requirement.

Supervisory Duties

Trains, instructs, and provides leadership to Customer Service/Administrative Assistant.

Decision Making

Policies and precedents for decision making are generally clear and concise. Some interpretation of policies and/or precedents may be needed. In general, managerial direction is available when requested. The position may assist and collaborate with those involved in the decision making process.

Interactions & Communication

This position receives general supervision. It requires the ability to lead, direct, persuade, provide guidance, teach, and train employees and other staff. It requires the ability to communicate effectively with department personnel, city officials, citizens, and other employees.

Thinking, Challenges, and Problem Solving

This position requires the ability to read, write, type, calculate, reason, analyze, compare, count, differentiate, classify, compute, tabulate and categorize data. Challenges and problems are addressed within broader department wide procedures and practices. In general, problems are resolved choosing alternatives from among various possibilities. Some problems may need to be resolved through additional research, analysis and specific resolution of the issue.

Working Conditions/Physical Requirements

Work is performed inside, in an office setting, in a non-hazardous/sheltered environment and work performed is typical office work. The work involves the use of typical office equipment such as computer, keyboard, computer printer, telephone, calculator, photocopier, fax machine, and adding machine.

The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.