

FISCAL/BUILDING ASSISTANT

Department: Community Development and Finance Department	Work Location: 1 N. Prospect Ave.	Date of last revision: July 2018
Reports to: Community Development Director and Finance Director	Supervises: None	Licenses/Certificates: None
FLSA Status: Non-Exempt	Pay Classification: 4	Hours per week: 35

NATURE OF WORK

Routine clerical and recordkeeping work in the processing of a variety of the Village's cash receipting and building permit activities.

Work involves processing, verifying, and recording financial data relating to a variety of sub-professional accounting tasks. Work also involves collecting payments for utility bills, vehicle stickers, building fees and other Village services from customers at the front desk. Responsible for interacting with a wide variety of residents, builders and developers relative to building permit and code issues requiring knowledge of codes and ordinances. Work is performed within a framework of established procedures and policies. Work is performed under the supervision of the Finance and Community Development Directors and checked for accuracy and timeliness of preparation.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Assists developers, builders, and residents with questions regarding submittal requirements for building permits; provides information regarding necessary licenses, bonds, applicable codes, and basic zoning questions.
- Accepts payment for water bills, licenses, and other obligations; verifies payment against bills or invoices; opens, sorts, and balances payments received through the mail.
- Answers incoming calls for Village departments and offices; responds to general inquiries and refers others to appropriate Village departments.
- Maintains accurate files on each building permit from submittal through issuance of final occupancy, coordinates plan reviews with consultant. Types permits, calculates fees, receives fees and deposits, notifies county assessor of value changes.
- Coordinates final inspections for certificate of occupancy, prepares temporary or final certificate of occupancy. Prepares check request for building deposit refunds.
- Coordinates demolition permits process with Village departments and private utilities.
- Provides effective, efficient customer services.

- Maintains responsive community relations.
- Mails all accounts payable checks and files paid invoice packets.
- Follows all applicable safety policies and procedures and follows recognized safe work practices.
- Reports all accidents, near misses, unsafe conditions and acts to supervisor and recommends improvement to safety practices.
- Takes personal responsibility for preventable accidents. Conducts daily inspection of work area and performs appropriate housekeeping in work area to prevent accidents.
- Follows proper lifting/material handling procedures at all times.

OTHER JOB FUNCTIONS

Performs related work as required.

REQUIREMENTS OF WORK

- Ability to learn and interpret building and zoning codes and to explain them to the public and contractors.
- Some knowledge of modern bookkeeping practices, procedures, and methods.
- Some knowledge of office terminology, procedures, and equipment.
- Ability to deal tactfully and effectively with customers and the general public and to convey concise and accurate information.
- Some knowledge of automated accounting systems and their use in an assigned area such as cash receipting.
- Ability to perform detailed work accurately and to initiate and maintain necessary follow-up.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships.
- Ability to make arithmetic calculations rapidly and accurately.
- Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
- Skill in the operation of office machines, typewriter, and computer terminal.
- Graduation from high school (or GED), some courses in accounting and bookkeeping preferred; some financial recordkeeping experience; or any equivalent combination of training and experience that provides the knowledge, abilities, and skills to meet the other requirements of this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable



accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear; use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

