



Dr. George A. Lauritson
Mayor

City of St. Robert, Missouri
194 Eastlawn Ave., Suite A
St. Robert, Missouri 65584
www.saintrobert.com

573-451-2000
(Extension 1110)
636-216-3368(fax)

CITY OF ST. ROBERT, MISSOURI

Job Description City Collection Support

Position Open Date: June 17, 2020

Position Close Date: Open until filled

Classification: Full-Time

FLSA Status: Non-Exempt

Number of Positions: 1

Please submit a resume and a City of Saint Robert application which can be printed from www.saintrobert.com. Resumes and application may be uploaded on-line at www.saintrobert.com, mailed or dropped off at the St. Robert City Hall located at 194 Eastlawn Ave., Ste. A, St. Robert, Mo 65584, emailed to hr@saintrobert.com or faxed to (636) 216-3368. Please visit www.saintrobert.com for additional information regarding this position. If you have any further questions, please contact Human Resources at (573) 451-3302 between the hours of 8:00 am to 5:00 pm Monday through Friday or via e-mail correspondence at hr@saintrobert.com. The City of St. Robert is an equal opportunity employer.

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The City of St. Robert provides reliable, superior municipal services for its citizens, businesses, recreation, economic development, and a safe living environment

CITY OF ST. ROBERT, MISSOURI

Job Description

City Collector

GENERAL PURPOSE OF POSITION:

Collects money due to the City

MAJOR DUTIES AND RESPONSIBILITIES:

Processes incoming Payments

- Looks up various accounts within the system and finds documentation
- Enters payments and post-payments in Summit (except for Court payments)
- Validates checks and payments
- Provides necessary receipts
- Answers questions as needed

Manages City Merchant licenses

- Uses different log books for different receipts
- Accepts application and makes certain of their completion
- Provides necessary information regarding state regulations
- Performs procedures according to city requirements
- Determines if State has any unique requirements
- Sends notice to appropriate department for building inspections
- Issues licenses upon receipt of all information and necessary paperwork
- Accepts and processes payments
- File all paperwork
- Processes renewals each year

Processes deposits into the appropriate account

- Adds checks twice for the bank and internal documentation
- Reconciles utility stubs to payments and daily report
- Totals for utility, less checks for cash
- Finds and corrects errors until all matches
- Makes deposit slips
- Drops of and picks up bags at bank

Performs administrative responsibilities

- Answers all walk-in questions
- Answers telephone calls
- Performs necessary filing

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- Performs daily reconciliation
- Assists with other administrative functions as needed

Performs other duties as directed

JOB CONTEXT:

The Collector is a full-time, permanent position in the Administration Department. The immediate supervisor for this position is the Finance Officer. The person in this position is supervised on a daily basis. The person in this position works regular hours, year-round. The Collector works overtime at least two to three times a month. There is no occasion for night work or shift work associated with this position, and the person in this position is almost never on call. 95% of the work for this position is done indoors; 5% is done outdoors in all types of weather conditions. The Collector is accountable for the monetary, fiscal, safety, and legal issues for which this position is responsible.

There is no exposure to chemicals and/or hazardous materials in this position. The stress level associated with this position is average to moderately high, depending upon the monthly workload cycle. Physical work consists of, but is not limited to, sitting for long periods of time, using the computer, and using the adding machine.

LICENSES AND CERTIFICATIONS:

- The person in this position must have a valid Missouri driver's license and an appropriate surety bond.

EDUCATION AND EXPERIENCE:

- The person in this position must have a high school degree or its equivalent, and should have some college or appropriate professional development courses in office administration and/or accounting.
- One year of experience in office and fiscal fields is strongly recommended, but two years of experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Computer Software (Summit)
- Proper bank deposit procedures
- Utility bill system
- Filing systems and management
- Policies and procedures for handling cash
- Tax policies and procedures, including penalties
- Permit and license procedures

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- State and City’s requirements for licensing
- Proper grammar and the use of English in speaking and writing
- Computer operations and applications, including word processing and spreadsheets
- OSHA standards and regulations concerning employee safety
- Federal and state statues concerning the work of the department
- Mathematical skills, including addition, subtraction, division, and multiplication
- General functions and operations of municipal government

Skills and Abilities

- Explain technical issues in layman’s terms
- Properly manage and handle cash
- Be surety bonded
- Perform data entry
- Type
- Use a personal computer
- Be detail oriented
- Work as a team member with other employees
- Communicate effectively with other city employees, both oral and written
- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow Departmental and City policies and procedures

Certain duties of this position are classified as “safety-sensitive.” Therefore, the person in this position will be subject to mandatory testing for drugs and/or alcohol on a random, reasonable suspicion, post-accident, return-to-duty, and follow-up basis in accordance with the City’s Alcohol & Controlled Substance Use, Abuse and Testing Policy.

This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by Department Head as required. This job description is an “at-will” position and does not constitute a written or implied contract of employment.