

## **FINANCE OFFICER**

### **GENERAL PURPOSE**

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the city.

### **SUPERVISION RECEIVED**

Works under the general direction of the Mayor and City Council.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1) Directs all accounting operations. Ensures proper handling of general ledgers, accounts receivable, accounts payable, and payroll functions. Oversees all accounting for regular and special funds. Audits all claims against the City; provides a listing of bills for Council approval of payment. Provides monthly and quarterly reports. Examines, analyzes, and interprets accounting records for the purpose of giving advice or preparing statements. Advises and assists on recording financial and budgetary data. Prepares the Annual Financial Statements.
- 2) Prepares the annual budget for the City of Clear Lake.
- 3) Maintains and invests idle city funds within State guidelines. Ensures proper recording and depositing of all receipts, including fees, fines, etc. Handles and invests available funds to result in maximum possible return.
- 4) Serves as recorder for the City Council. Records minutes of meetings and other public notices. Keeps fiscal records and accounts.
- 5) Supervises municipal elections. Prepares notices and materials, arrange polling places, and appoint election officials. Assures votes are picked up, tabulated and the results of the City elections are provided to the City Council.
- 6) Performs or assists subordinates in performing duties; adjusts errors and complaints.
- 7) Establish and maintains internal control procedures and assures that State and national standard accounting procedures are used.
- 8) Monitors all bank accounts and deposited funds in official depositories of the City.
- 9) Maintains financial records of the City. Oversees the posting and reconciliation of ledgers and accounts.
- 10) Prepares financial reports and monthly financial reports for the Mayor and City Council.
- 11) Prepares payroll for all city employees including monthly, quarterly, and annual reports.
- 12) Supervises maintenance of municipal employee personnel records, including payroll, payroll deductions and sick and annual leave accumulations.
- 13) Oversees health, cancer, and worker's compensation insurance.
- 14) Prepares State and Federal reports, including tax reports.
- 15) Oversees accounts payable processing; utility and other billings.
- 16) Serves as custodian of official city records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification.
- 17) Attends regular and special City Council meetings; prepares an accurate recording of the proceedings.
- 18) Files ordinances and resolutions of the City Council.
- 19) Provides public records and information to citizens, civic groups, the media and other agencies as requested.
- 20) Completes any duties of the Municipal Finance Officer further outlined by South Dakota Codified Law.

## **PERIPHERAL DUTIES**

- 1) Serves as notary public.
- 2) Represents the City at various conferences and meetings.
- 3) Performs general management duties for the City as assigned.
- 4) Assists the City Council with policy development and recommendations as necessary.
- 5) Performs related work as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- 1) Graduation from an accredited college with an Associates degree in accounting, finance, business, or public administration, or a closely related field;
- 2) Three (3) years of progressively responsible accounting work.
- 3) Experience in government and fund accounting preferred.

Necessary Knowledge, Skills, and Abilities:

- 1) Knowledge of modern government accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting, and reporting systems.
- 2) Skill in operating the listed tools and equipment.
- 3) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials, and the general public; ability to communicate orally and in writing.

## **SPECIAL REQUIREMENTS**

- 1) Must possess, or be able to obtain by time of hire, a valid South Dakota driver's license.
- 2) Must be bondable.
- 3) Must be able to obtain public notary certification within thirty (30) days of employment.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; governmental accounting software, 10-key calculator; phone; copy machine; fax machine.

## **PHYSICAL DEMANDS**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hand to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, background check, driving record check, and reference check: job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer at the needs of the employer and requirements of the job change.

**F.L.S.A. STATUS:** Exempt – Administrative