



Finance Officer

Finance

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JOB SUMMARY

This position is responsible for directing the city's financial operations.

MAJOR DUTIES

- Oversees all city finance and accounting activities.
- Works with the City Administrator and the Mayor in the preparation and management of the annual city budget; prepares budget forecasts; prepares budget reports.
- Oversees the city's accounts payable, accounts receivable, payroll, and cash receipting functions.
- Oversees the maintenance of official city records, including cemetery records.
- Attends City Council meetings and presents reports and provides guidance regarding city financial operations.
- Oversees year-end processes including the preparation of the annual financial report.
- Processes sales tax, journal entries, and bank reconciliations.
- Provides information and assistance to city departments regarding budgets and expenditures.
- Oversees internal controls and cash management activities.
- Reviews and approves accounts payable and payroll.
- Develops and implements department and city-wide finance policies and procedures.
- Sets up permissions in accounting software and for bank accounts.
- Coordinates and oversees city elections.
- Trains, assigns, directs, supervises, evaluates, and disciplines department personnel.
- Attends pertinent seminars, meetings, conferences, etc.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of business administration.
- Knowledge of budget development and management principles and practices.
- Knowledge of personnel management principles.
- Knowledge of GAAP and GASB requirements.
- Knowledge of accounts payable and payroll principles.
- Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of research and statistical analysis principles.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include GAAP, GASB guidelines, internal control procedures, relevant state and federal laws and regulations, and city and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied financial management, accounting, and supervisory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to direct the city's financial operations. Successful performance ensures the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, representatives of other government agencies, attorneys, bankers, auditors, consultants, vendors, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee frequently lifts light and heavy objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Senior Accountant, Payroll Specialist, and Accounts Payable Specialist.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.