**City Finance Officer**

**City of Egan, SD**

**Position: 25 Hour/Week  
Closing Date: Open Until Filled   
Salary Range: Negotiable**

GENERAL STATEMENT OF DUTIES:

This position reports to the city council board. Performs a large variety of administrative duties requiring exercise of independent judgement. The position has daily contact with citizens, city departments and officials, other governmental agencies, and various organizations for the purpose city business, utility information, payment processing and customer assistance.

ESSENTIAL FUNCTIONS:

1. Duties and Responsibilities

* Prepare meeting agendas, distribution of agendas, prepare meeting notices, and attend city council meetings and record minutes of all official Trustee meetings.
* Maintain ordinance book, bid documents, resolutions and other pertinent City documents
* Provide supporting information as necessary; make recommendations regarding financial affairs, records and documents to the Board of Trustees,
* Manage municipal elections
* Monitor pending federal and state legislation affecting municipal governments; keep abreast of legislation and rules and how they affect the City
* Maintain City’s accounting systems; establish and maintain internal financial controls; prepare all required financial reports; conduct internal audits in accordance with sound business practices, applicable City ordinances/resolutions, and State laws, and GAAP (Generally Accepted Accounting Principles)
* Prepare and sign all warrants (claim payments)
* Oversee and ensure proper recording and depositing of all receipts and disbursement
* Maintain and invest monies within state guidelines.
* Prepare monthly and quarterly payroll and payroll reports
* Keep and maintain inventory records of municipal properties and assets
* Assist in the preparation and monitoring of the annual City budget, development of the capital improvement program, and assessment of the annual revenue estimates
* Assist with the development of rates and fees for municipal services, including water and sewer rates
* Handles public calls and visits, coordination with employees/Trustees regarding citizens concerns.
* Participate in State Audit; provide all documentation to auditors; work with auditors to ensure the City’s compliance efforts.
* Maintains employee benefits programs and informs employees of benefits; recommending benefit programs to the City Council; directing the processing of benefit claims; obtaining and evaluating benefit contract bids.
* Ensures legal compliance by monitoring applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the City in administrative matters as required.
* Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

1. Public Relations

* Provide information to the public as needed and as required
* Respond to customer inquiries, complaints and concerns
* Represent the City as required in meetings with federal, state, and local officials

OTHER FUNCTIONS:

* Perform other duties, projects and tasks as may be required by the Board of Trustees and/or to assure the success of City operations and services

QUALIFICATIONS AND REQUIREMENTS:

1. Education and Work Experience

* BA/BS in Accounting or one or more years of governmental accounting experience
* Experience with budgets, financial statements, financial administration

1. Skills, Knowledge and Abilities

* Excellent written and verbal skills, including effective communication skills is required
* Must be proficient with office technology and able to effectively use a variety of applications including Word, Outlook, Excel, e-mail and internet, as well as accounting, payroll and utility software
* Must have strong finance and accounting knowledge; ability to learn and follow legal requirements
* Must have excellent organizational skills, being able to multi-task between 2-4 tasks at once
* Must have ability to meet stringent deadlines
* Must have effective interpersonal skills, with the ability to adapt to various situations and people

1. Physical Capabilities

* Work is primarily performed in a normal office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment, occasional lifting up to 20 pounds
* While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
* Specific visions abilities required by this job include close vision and the ability to adjust focus.
* Requires some travel to conferences or workshops
* Must be able to operate normal office equipment, review work products, file and retrieve files

NOTE:

* The City of Egan is an Equal Opportunity Employer, and will consider applicants for all positions without regard to race, religion, creed, color, national origin, genetic information, sex, age, disability, political affiliation, veteran status, or any other basis prohibited by South Dakota or federal law.
* In accordance with the American’s with Disabilities Act, the City of Egan will consider reasonable accommodations for qualified individuals with disabilities.
* This position description is intended to provide a fairly comprehensive and accurate description of the position, but it will not cover all aspects, details or tasks required. Other functions, responsibilities and requirements may be assigned, and this position description may be changed at any time.