

CITY OF CLARK FINANCE OFFICER

GENERAL STATEMENT OF DUTIES:

An appointed position under administrative direction performs administrative work in planning and direct budget accounting functions and the receiving and depositing of money collected for city government; maintains official city records; and performs related work as required.

REPORTS TO: This person reports to the Mayor and the City Council.

MAJOR JOB RESPONSIBILITIES:

- Prepares and supervises budget and payroll accounting work for the municipal government; supervises accounting work for receiving and depositing money collected for city government.
- Assists departments with departmental budget projections and incorporates same into city budget.
- Prepares the installation of accounting controls and sets up ledgers, journals and reporting procedures as deemed necessary to accurately record and reveal the financial status of organizational operations; completes the taking of trial balances, adjusting and closing entries; prepares financial reports; maintains special accounts; provides accounting information and financial advise to administrative officers as requested.
- Implements investment process/policies regarding city funds.
- Prepares financial analysis of project proposals.
- Prepares state and federal reports.
- Attends all meetings of the City Council and records proceedings.
- Assures that all bids, resolutions, ordinances and other legal notices are published according to state law.
- Maintains municipal employee personnel records including payroll, payroll deductions, and sick and annual leave accumulation files.
- Oversees city elections.
- Oversees the preparation and recording of utility bills and receipts.
- Supervises process of city licensing requirements.
- Prepares correspondence and memoranda.
- Responsible for zoning ordinance and building permit implementation.
- Advises, instructs and trains subordinate employees in the performance of their duties.

- Attends training sessions as required, i.e., Finance Officer Workshops, etc.
- Maintains good public relations with the general public and employees.
- Performs other such duties and functions as are necessary to the proper performance of this position.

NECESSARY QUALIFICATIONS

- College/university or vocational school graduate with an associate degree in accounting and four years of progressively responsible professional accounting experience in municipal/county finance; or an equivalent combination of education, training and experience as may be acceptable to the hiring authority.
- Considerable knowledge of the principles and practices of accounting and auditing; of the principles and practices of municipal finances; or the principles and practices of business administration, municipal organization and office procedures; and ability to analyze financial data and draw logical conclusions.
- Working knowledge of the laws, ordinances, and regulations governing zoning and financial operations of the city.
- Considerable knowledge of modern office practices, procedures, and equipment, including computer equipment and operations for word processing, spreadsheets, databases, faxes, calculators, copy machines, and other equipment required in the proper performances of the office.
- Ability to present ideas clearly, both orally and in writing.
- Ability to train and supervise personnel.
- Ability to maintain effective working relationships with employees and the general public.
- Ability to lift and carry materials weighing up to 20 pounds; retrieve and store items from overhead shelving.
- Proper work attire.

I have read the above position description and fully understand the conditions set forth. I will perform these duties to the best of my knowledge and ability. I also agree by the operations and personnel policies of the City of Clark.

Employee: _____

Date: _____

Mayor: _____

Date: _____