

The City of Clark is accepting applications for a full-time Finance Officer. This person is responsible for overseeing all aspects of city finances and ensures state and federal regulatory compliance. Responsible for all fiscal management of city funds including annual financial report and budget, zoning, code enforcement, records management, accounts payable and receiveable, government reporting and compliance, council meetings, municipal elections, payroll, all human resources activities, insurance, and manage city website. Contact the Finance Office or visit the [CityofClark.com](http://CityofClark.com) website for a complete job description and application. This person reports to the Mayor and City Council and may have direct reports. Applicants should possess a finance/bookkeeping background, accounting degree preferred but not required, strong Microsoft Word & Excel and computer skills, knowledge of financial software, be detail orientated, able to manage multiple tasks, have strong oral and written communication and management skills and maintain effective working relationships with employees, city officials and the public. Salary depends on experience. Open until filled. Successful candidate must reside within Clark County. City offers excellent benefit package including health, life, vision, dental and SD Retirement System match. Drug screening is required. To apply, submit application or resume (including references) to City Hall 120 N Commercial St Clark, SD 57225 or email to [clarkfinanceofficer@itctel.com](mailto:clarkfinanceofficer@itctel.com). Applications accepted until position filled.

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