



Position:	Finance Officer
Class Specification:	Regular Full-Time
Salary Range:	45K-60K/yr. D.O.E.
Probation Period:	Appointive Official

GENERAL STATEMENT OF DUTIES

The Finance Officer oversees all aspects of City finances on behalf of the Mayor and City Council. Supervises all aspects of the City Finance Office and assures State and Federal regulatory compliance. Responsible for all fiscal management of City funds, insurance administration, licensing, elections, budgets, equalization/assessments, ordinance and resolutions. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An incumbent of this class is the Chief Financial Officer of the City and a department head with responsibility for policy development, program planning, fiscal management, administration, and operational direction of the City's Finance department and staff. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the Mayor, City Council and City Administrator. Work is performed under the policy direction of the Mayor, City Council and City Administrator. Operationally, the Finance Officer shall report to the City Administrator.

ESSENTIAL FUNCTIONS

Develops and implements the financial goals, objectives, policies and procedures for the municipality and ensures that programs are administered and evaluated to meet those goals and objectives. Interacts with the public and is accepting of complaints, requests, and suggestions. Finance Officer duties will also include all responsibilities and obligations as set forth in the South Dakota Codified Laws, including but not necessarily limited to those enumerated in Chapters 1-27, 3-21, 5-24, 5-26, 9-2, 9-4, 9-5, 9-11, 9-13, - 9-14, 9-19 through 9-23, 9-25, 9-27, 9-39, 9-43, 9-48, 10-11, 10-12, 11-3, 11-6, 11-9, 12-4, 35-2, 35-3, 35-10 and all other statutes applicable from time to time.

EXAMPLES OF WORK

- Acts as an advisor to the Mayor, City Council and City Administrator for the development of long and short-range financial management plans.
- Oversees the goals, objectives, polices and procedures, related to fiscal management.
- Researches financial issues.
- Secures funding sources through contracts and grant applications.
- Prepare reports and correspondence on special projects.
- Operates standard business machines including: computer, 10 key, cash register, tape recorder, fax, copier and multi-line phone system.
- Typing, processing simple documents, recording data, filing, faxing, copying, preparation of forms, memos, letters, and reports.
- Budget preparation and monitoring.
- Invest the City's funds in accordance with the Council's guidelines and sound financial practices.
- Receiving and recording all monies deposited with the City.
- Issue and administer beer, wine and liquor licensing.
- Special assessment administration.
- Maintains the official records of the City: ordinances, resolutions, documents, etc.

- Serves as recorder for the City Council. Records minutes, maintain ordinance book and other Council records. Arranges for publication of minutes of meetings and other public notices.
- Draw and countersign all warrants.
- Keep the corporate seal.
- Examine treasurer's records.
- Audit and adjust all claims against the municipality before they come before the governing board.
- Maintain all contract records.
- Administers water and sewer enterprise funds (billing, receipts and accounts)
- Certify annual tax levy to County Auditor.
- Maintain special assessment record.
- File bonds of all employees and officials.
- Prepare, publish and file annual financial report.
- Maintain bond record.
- Administers licensing for transient merchants, peddlers, solicitors and pawn brokers.
- Maintain a file of annual inventories.
- Coordinates and oversees municipal elections.
- Administers oath of office to public officials.
- Advise the Mayor and City Council members of the financial condition and future needs of the City.
- Prepare supplemental budgets as needed.
- Supervises accounts payable and payroll.
- Performs related tasks as required.

WORK CONDITIONS

- Employees of this position may be subject to working hours beyond that of a normal scope and may be required to report for duty under emergency conditions.
- Work assigned may involve extended workdays outside the regular working hours to attend and be present at meetings and community events.
- Physical efforts involve standing, sitting, reaching, walking and the lifting of up to 25 lbs.
- Extended periods of sitting/standing and use of computer keyboards/monitors.
- Infrequent exposure to the elements and adverse conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of complex word processing, spreadsheet and querying software.
- Working knowledge of accounting practices.
- Effective verbal and written skills, good proofreading and spelling skills.
- Proficient in the use of business math and understanding and use of basic analytical skills.
- Skill in establishing and maintaining subject matter files.
- Excellent organization skills.
- Ability to meet time deadlines.
- Ability to maintain a high level of confidentiality and integrity with regard to customer records, financial material, and other sensitive information.
- Ability to operate office equipment associated with this position.
- Ability to pleasantly and effectively interact with the public on a daily basis.
- Ability to communicate effectively orally and in writing.
- Ability to maintain an acceptable public relations image.
- Ability to maintain a high level of accuracy with regards to data entry and processing.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals accurately and quickly.

- Ability to establish successful working relationships.
- Ability to work under pressure and/or with frequent interruptions.
- Ability to read and comprehend instructions, correspondence, and memos.
- Demonstrates leadership skills of critical thinking, conflict management, and fosters goals of team building.
- Researching, investigating, evaluating and developing resolutions to complex and/or politically sensitive issues, concerns and complaints.
- Expressing ideas clearly, concisely and convincingly with research and preparation of necessary reports.
- Analyzing, reviewing, preparing and presenting financial and economic reports.
- Establishing and maintaining effective working relationships with employees and with the general public.
- Negotiating, developing, administering and executing public and private partnerships, development deals, contracts, grants and professional services.
- Federal, State, County and City laws, rules, regulations, ordinances related to finances of a municipal government.
- 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, GAAFR, GAAP, and GASB.
- Financial management, government financing, economic principles, budget development and cost control principles and practices.
- Long and short-range strategic planning techniques, economic, social, environmental and physical needs of the municipality.
- Proficient utilizing standard office equipment including the computer systems and applications, internet and e-mail operations

APPOINTIVE OFFICIAL

An Appointive Official is an individual who holds a position in a municipality as specified in South Dakota Codified Law (SDCL) 9-14-3. The City of Hill City operates under an aldermanic form of government. The Mayor appoints all municipal officials with the approval of the common council. Please refer to the City of Hill City Personnel Policy Manual for additional information concerning Appointive Officials.

MINIMUM EDUCATION AND EXPERIENCE

A graduate from an accredited college or university with a degree in accounting, finance, business, or public administration, or a closely related field; and five (5) years' progressively responsible accounting work or any equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities. Prior experience in municipal government and fund accounting preferred.

The City of Hill City is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Hill City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The City of Hill City is a drug free work place.

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