

CITY OF KIMBALL

POSITION DESCRIPTION

POSITION TITLE: City Finance Officer

REVISION DATE: 8/16/24

REPORTS TO: Mayor and City Council

A. POSITION PURPOSE

Directs and performs the fiscal, accounting, budgetary, and business management functions of the City under the direction of the Mayor and City Council.

B. NATURE AND SCOPE

1. Tasks:

- a. Maintains all necessary municipal records including, but not limited to, financial records, human resources records, risk management records, and records of current and past projects, grants, and bond issues.
- b. Handles all accounting operations for all funds, accounts receivable, accounts payable and payroll, and ensures proper recording and depositing of all receipts, fees, and revenues.
- c. Prepares monthly and yearly financial reports.
- d. Prepares and administers the annual budget.
- e. Responsible for implementation and administration of programs and policies approved by the City Council.
- f. Participates in selection and hiring of employees.
- g. Responsible for day to day operational and management decisions.
- h. Performs other work-related duties as assigned by the Mayor and City Council.
- i. Networks with other cities and organizations.
- j. Prepares applications for and provides administration of government grants and loans.

2. Challenges and Problems:

The employee is challenged to prepare accurate financial statements in a timely and consistent manner, and manage all fiscal, budgetary, and accounting functions.

The employee is further challenged to review policies and ordinances and suggest to the City Council changes and/or updates, and/or new policies or ordinances as deemed appropriate.

3. Control on Actions:

Decisions frequently made by the employee are day to day distributions of workload, operations, management, and those decisions related to administration of existing State Law and City policies and/or ordinances. Decisions which shall be referred to the Mayor and City Council include final approval of all expenditures and situations encountered which are not defined in City policies or ordinances.

4. Working Conditions:

The employee works in typical office environment, but frequent travel is required to attend continuing education conferences and seminars. In addition, the employee is expected to regularly visit worksites of city employees and ongoing projects.

5. Performance Measurement:

The Finance Officer's performance is measured by three standards.

- a. The accuracy and timeliness of financial statements and reports, and through the proper handling of the accounting for funds and accounts.
- b. The proper implementation and administration of the City's policies and ordinances.
- c. Effectively supervises all departments and employees, addressing complaints, and resolving problems.

C. QUALIFICATIONS FOR APPOINTMENT

1. Knowledge, Skills, and Abilities:

- a. Knowledge of fund accounting and accounting procedures, financial reporting, budgetary activities and standard bookkeeping procedures. The ability to prepare and maintain accurate and comprehensive financial reports and records.
- b. Knowledge of human resources management.
- c. Knowledge and ability to work with computers and varied software.
- d. Ability to work with the public.
- e. Good writing skills.

2. Education/Experience:

Minimum of 2year associate's degree in accounting.