



Job Title: Finance Clerk

Status: Nonexempt

Date: August 31, 2021

Written By: Heather Russell

Department: Central Services

Immediate Supervisor: City Clerk

Revised:

Revised By:

Grade: L

Salary Range: \$20.62 – \$27.40

SUMMARY

Manages the City's finances, accounts payable, and banking. Performs a variety of routine and complex professional, administrative, and technical government accounting, and finance functions. The position is responsible for maintaining the fiscal records, management of city funds, processing accounts payable, and related fiduciary control of the City.

SCOPE

The purpose of this position is to oversee the city's financial operations. Successful performance ensures the city's strong financial condition.

SUPERVISION

Under the general direction and supervision of the City Clerk. The Finance Clerk reports to and works closely with the City Administrator and City Clerk on a routine basis. The City Clerk is responsible for the annual review of the Finance Clerk and can recommend compensation increases as appropriate. The Finance Clerk shall maintain a working relationship with the Mayor, Board of Aldermen, City Clerk, and all department heads.

RESPONSIBILITIES AND DUTIES

Note: This list is neither absolute nor restrictive, but indicates approximate responsibilities and duties, which may be redefined pursuant to operational needs.

Essential Duties and Responsibilities:

- Performs duties including general ledger management, journal entries, financial reporting, auditing, project accounting, fixed assets recording/tracking, cash flow and disbursements, investments, debt issuance and management, monitors accounts receivable collections and accounts payable invoices.
- Monitors pending state and federal legislation regarding municipal accounting and auditing standards; determines financial implications of changes in fiscal laws and regulations and develops plans for implementing changes.
- Assists the City Administrator in the preparation presentation of the City's annual budget to the Board of Aldermen and amends as directed.
- Prepares monthly and annual financial reports for the Board of Aldermen meetings.
- Ensures that requests for proposal and bidding/acquisition procedures are conducted in compliance with city policies and procedures.
- Ensure internal controls are in place and are adhered to by city officials to ensure reliability of the accounting systems in place.

- Tracks special projects and related expenses through project accounting methods.
- Processes monthly accounts payable and ensures completeness in pay requests.
- Prepares for and attends staff, Board of Aldermen, and committee meetings as may be required, keeping departments, offices, boards, and commissions informed of the financial status.
- Verify all monies received by the city are deposited into the City treasury, including receipts and proceeds of all sales of bonds and assets.
- Coordinates provision of information necessary for bond issuances and communication with rating agencies; ensures adherence to bond requirements.
- Processes W9's and credit applications from vendors and prepares year-end 1099's.
- Balances and replenishes the petty cash fund.
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Any combination of education, training, and direct experience providing for the following knowledge, skills, and abilities may be considered:

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, Public Administration, or related field from an accredited college or university and/or three (3) years progressively responsible for municipal finance or other related financial experience. *A combination of education and experience may be considered.*
- Extensive work experience and/or training with the Microsoft Office suite of programs, specifically Word and Excel.
- Knowledge of relevant state and federal laws and regulations governing municipal finance.
- Knowledge of municipal government accounting practices and planning.
- Knowledge and/or experience of Generally Accepted Accounting Principles and auditing standards.
- Ability to be bonded.
- Demonstrated ability to operate required office equipment.
- Excellent health and physical condition to permit often-strenuous work under varying stressful conditions.
- Possess a valid Missouri Driver's license and a good driving record.
- Demonstrated ability to understand and accurately follow oral and written instructions.
- Excellent work history and attendance record.
- Ability to lift at least 20 pounds.

PROFESSIONAL DEVELOPMENT:

Participation and enrollment in Government Finance Officers Association and/or Missouri Government Finance Officers Association, as well as attendance at conferences or seminars as they relate to the duties of this position may be required. Travel and per diem allowance will be paid out based on the adopted policy.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

RESIDENCY: Not required

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Work is performed in a standard office environment; may be required to travel to various sites, locations and/or events and conferences.
- Frequently required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.
- Occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- Frequently required to sit and talk or hear; stand and talk or hear; use hands to handle, feel or operate objects, tools, or controls and reach with hand and arms.
- **Moderately quiet in office setting.**