

City of Humboldt Finance Officer, Humboldt City Hall

### **General Purpose**

Performs a variety of high-level and complex administrative, technical accounting and finance functions, human resource functions and professional work in the administration of City Government; also provides customer assistance, data processing and receiving the public.

### **Supervision Received**

The finance officer works under the direct supervision of the Mayor and the general guidance and direction of the city council.

### **Supervision Exercised**

Supervises the work of the Utility Manager and any other office workers when present

### **Essential Duties and Responsibilities**

#### **Payroll**

- Supervises the compilation of payroll data such as hours worked, taxes, insurance, withholdings and employee identification number, from time sheets and other records
- Reviews wages computed and corrects errors to ensure accuracy of payroll
- Supervises record changes affecting net wages such as exemptions, insurance coverage, and various payroll deductions for each employee to update master payroll records
- Prorates expenses to be debited or credited to each department for cost accounting records
- Oversees records of leave pay and nontaxable wages
- Oversees preparation and issuance of paychecks
- Prepares and issues paychecks
- Reconciles the general ledger to various payroll reports
- Prepares periodic financial, statistical or operational reports as assigned
- Administers payroll related employee benefit programs such as leaves, retirement, etc

#### **Human Resources**

- Maintains employee master files
- Performs state reporting requirements

#### **Finance**

- Coordinates the office operations. Develops and maintains office forms and procedures as well as administrative tasks involving personnel and budgeting
- Fulfill administrative duties and prepare all official documentation on behalf of the Mayor and the City; makes recommendations and advises the governing body and ensures the compliance and enforcement of all applicable laws, Council directives, resolutions, ordinances, regulations, guidelines and contracts
- Schedules appointments; registers personnel for conferences and seminars; makes travel arrangements and itineraries
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons
- Issues various licenses and permits as assigned including building permits, conditional use and variance permits, peddler's licenses, alcohol and malt beverage licenses, etc
- Registers voters.
- Composes types and edits correspondence, reports, memoranda and other material requiring judgment as to content, accuracy and completeness.
- Prepares and maintains employee time and other personnel records for the municipality.
- Attends seminars and workshops related to administrative duties and responsibilities.
- Supervises the collection of taxes, fees and other receipts in accordance with laws and regulations.

- Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.
- Prepares and distributes financial reports to all City Council members showing fund and budget balances, or any report deemed necessary by the City council, financial institutions affiliated with the City of Humboldt or governmental agencies.
- Oversees the central computerized financial and management information system of the City. Computerized Fund Accounting – to include, but not limited to the following:
- Accounts Payable – verify proper account code and enter accounts payable vouchers; generate ACH payments; generate control report; print checks;
- Accounts Receivable – Point of Sale – prepare, code and enter miscellaneous cash receipts;
- Payroll – audit employee time sheets; enter payroll data – hours of work, sick leave, holiday pay; calculate professional incentives and longevity pay annually; calculate retirement, social security, medicare, withholding and AFLAC; generate ACH direct deposit; prepare and distribute Payroll Quarterly and Annual reports (941 Employers Tax, SD Retirement reports; Unemployment reports, W-2 forms, 1099 forms)
- Fixed Assets – enter and post fixed assets; calculate depreciation;
- General Ledger – post and balance revenues, expenditures and adjusting entries. Including understanding and maintenance of all subsidiary ledgers.
- Prepares and submits the Annual Report for the City of Humboldt to appropriate agencies, the Humboldt City Council and the City of Humboldt's official newspaper.
- Oversees utility and other billings.
- Invest City funds, maintain possession of Certificates of Deposit and invest, renew or redeem those C.D.'s.
- Develops finance related ordinance and resolutions.
- Represents the City at various conferences and meetings.
- Performs general management duties.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records.
- Responsible for the corporate seal of the City of Humboldt, all papers and records, and must record the proceedings of the governing body. Also responsible for submission of notices, minutes, proceedings or publications to the official newspaper.
- Attends regular and special City council meetings as required by SDCL 9-14-17; oversees or performs an accurate recording of the proceedings, preparation of the minutes property legislative terminology, recording, indexing and filing for the public record; distributes information as requested.
- Prepares and distributes agendas, materials, minutes and records of meetings.
- Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.
- Prepares and advertises meetings, agendas, bid and other advertisements, and legal notices of public hearings and special meetings.
- Administers the issuance of municipal licenses, including business, animal, various regulatory licenses as assigned, etc. in accordance with applicable City ordinances and other regulations.
- Administers oath of office to public officials.
- Serves as a notary public.
- Prepares reports for Council meetings as directed.
- Prepares surveys and other reports as directed.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested.
- Accepts claims for damages and other legal papers served on the City.

- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Sees that all laws and ordinances are faithfully performed.
- Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City. The Finance Officer must also submit and publish the Annual Budget to the appropriate agencies, the Humboldt City Council and the official newspaper as required by South Dakota law.
- Advises the City Council of financial conditions and current and future City needs.
- Recommends for adoption by the council such measures as necessary or expedient.
- Draws and countersigns all warrants, bonds and other evidences of indebtedness. These documents must show the amount paid, to whom it was paid and for what purpose.
- Oversees the Collection, preparation and mailing of utility billings for all uses of City water, sewer, natural gas and garbage.
- Acts as clerk of the equalization board. The local board of equalization meets on the third Monday of March, or other date as necessary, to hear appeals to property assessments within the municipality and is composed of the municipal governing board, the municipal finance officer and a school board member. The municipal finance officer is not a voting member of the board.
- Coordinate major City projects and initiatives; Keep and maintain records of all improvement projects which include, but not limited to contracts, pay requests, special assessments, correspondence, etc.
- Maintain confidentiality with regard to non-disclosed City issues.
- Other responsibilities as deemed necessary by the Mayor and/or City Council.
- Prepares required documentation for municipal audit.
- Supervises the accounting system of the City of Humboldt as established by South Dakota law. The authority for the keeping of the books of the municipality as established in SDCL 9-14-17. SDCL 9-14-18 defines and prescribes, in general, the manner in which the accounting records must be kept. Statute requires that the records must show all indebtedness of the municipality and at all times show the financial condition of the municipality.

### **Election**

Coordinates and implements all aspects of the City of Humboldt's municipal election process according to Title 12 of South Dakota Codified Laws. Specifically, provisions dealing with municipal elections as found in SDCL 9-13.

### **Desired Minimum Qualification**

#### **Education and Experience**

- Minimum requirements are a high school graduate or possession of GED certificate.
- General office experience and knowledge of bookkeeping practices and procedures.
- Must have some computer knowledge.
- Ability to prepare reports, work accurately with figures, to present ideas clearly, ability to follow written and verbal instructions, and to maintain effective working relationships with all city departments and elected officials, outside agencies and the public.

#### **Necessary Knowledge, Skills and Abilities**

- Working knowledge of the principles and practices of modern public administration; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Working knowledge of double entry accounting theory, principles and practices, auditing theory and practices; internal control procedures; bookkeeping and accounting procedures and systems, including computer applications, knowledge of payroll functions.
- Considerable knowledge of office automation and computerized financial applications, public finance and fiscal planning; working knowledge of budgetary, accounting and reporting systems (GAAFR, GAAP and GASB).

- Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing.
- Ability to prepare, administer and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures.
- Knowledge of municipal finance, human resources, public works, public safety and community development. Skill in directing and administering municipal programs.
- Skill in operation of listed tools and equipment.

### **Special Requirements**

- Must be bondable.
- Valid state driver's license or ability to obtain one within three months.
- Notary Public certification
- Customer Service Training

### **Tools and Equipment**

- Requires frequent use of personal computer, including word processing, database and spreadsheet programs.
- Calculator (10-key)
- Telephone
- Copy, fax and scan machine
- Digital camera

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

### **Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.