



A PLACE TO PUT DOWN ROOTS

P.O. BOX 267 • SOLON, IA 52333 • (319) 624-3755

Identification:

Position Title: FINANCE OFFICER
Department: CITY HALL
Immediate Supervisor: CITY ADMINISTRATOR
Classification: FULL TIME, HOURLY
Wage Range: \$16.00 - \$30.00

Job Summary:

Coordinates the financial activities of the City related to budgeting and financial reporting and participates in the general operations and duties of City Hall.

Essential Job Duties and Responsibilities:

Maintains and works on financial aspects and general operations of City Hall activities. Works alongside of or independently from other City employees.

The duties of the job would include, but are not limited to, these areas:

1. To develop proposed budget by assembling the department heads proposed annual departmental budgets, which proposals shall include projected revenues, proposed expenditures and salary requirements jointly with the City Administrator and shall thereafter submit budget on prescribed forms to the Council.
2. Prepare, monitor, amend and maintain the City's budget. Publish, file adopted documents required with proper governmental agencies.
3. Prepare financial reports including annual finance report, annual library financial report, annual streets report, Debt Obligations Report, Urban Renewal Report, TIF Certification and all other reports required by law and assigned.
4. Monitor fiscal year end, and upcoming fiscal year budgets. Provide year end update.
5. Prepare documents for audits and assist auditor with completion.
6. Monitor cash balance, balance sheet accounts, and make necessary transfers.
7. Maintain list of investments, reserves, bonds and payment schedules.
8. Monitor federal/state grant funds as required by law.

9. Research grant opportunities for cities and complete application.
10. To keep the Council fully advised of the financial and other conditions of the City and its future needs jointly with the City Administrator.
11. Provide support to the recreation department with facility rentals and program registrations using recreation software where applicable and provide general administration support for the department.
12. Responsible for general office duties including photocopying, filing, picking up and distribution of mail, ordering supplies, assisting with council packets, answering phones and assisting customers and staff as needed.
13. Performs and fulfills the routine functions of the City Clerk in his/her absence.
14. Provides support to the City Administrator as requested.
15. Assist in computer related issues/upgrades.
16. Perform special projects as designated by council/administrator.

Minimum Education, Experience, and Certification:

Degree in Accounting, Finance or other related program of study preferred with at least three years of responsible accounting or finance in an office environment preferred. Additional training in accounting and public administration or any combination of experience and training that provides the required knowledge, skills, and abilities. Must be competent in the efficient operation of a personal computer.

Knowledge, Skills, and Abilities:

Knowledge of principles and practices of municipal accounting including General Ledger, taxation and revenue management, clerical methods, forms, techniques and record maintenance, standard office procedures and practices; ability to establish and maintain effective working relationships with co-workers and the public; ability to effectively operate office equipment including computers; ability to compile and analyze financial reports. Must be competent in the efficient operation of a personal computer.