

RESOLUTION 2003

A RESOLUTION APPROVING THE PROPOSED JOB DESCRIPTION FOR THE POSITION OF FINANCE OFFICER.

WHEREAS, The Finance Officer, directs financial activities, such as planning, budgeting, payroll and accounts payable/receivable. Oversees certain administrative functions and compliance for the City; and

WHEREAS maintaining a competent workforce relies on being competitive in salary, hiring qualified talented people and providing strong employee benefits; and

WHEREAS, the City Administrator will lead the search for the replacement for the retiring Finance Director; and

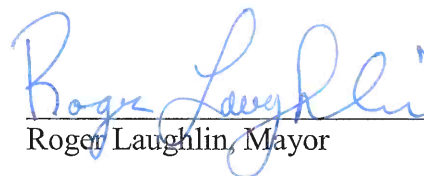
WHEREAS, the Finance Officer will report directly to the City Administrator, and will have a working relationship with the senior management, department directors and city employees; and

WHEREAS, the intent is to make sure the attached job description establishes expectations for the city as a prospective employer and any candidate interested in seeking employment as the finance officer with the City of West Branch.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Branch, Iowa, that the aforementioned staff recommendation to approve the proposed job description for the position of finance officer is hereby accepted and approved. Further the City Administrator is directed to execute all necessary actions to proceed.

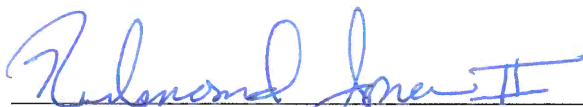
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Passed and approved this 3rd day of May, 2021.



Roger Laughlin, Mayor

ATTEST:



Redmond Jones II, City Administrator/Clerk



Position Title: FINANCE OFFICER / TREASURER

Department: Administration

Immediate Supervisor: City Administrator

Classification: Full Time / Exempt

Job Summary: The Finance Officer/Treasurer, directs financial activities, such as planning, budgeting, payroll and accounts payable/receivable. Oversees personnel administrative functions and compliance for all or parts of the city.

Organizational and Reporting Relationship: The Finance Officer/Treasurer will report directly to the City Administrator and will have a working relationship with the Senior Management, Department Directors, and City employees.

Essential Job Duties and Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. These job functions would include, but are not limited to, these areas:

1. To develop the proposed budget by assisting the City Administrator with assembling the department heads' proposed annual department budgets, which proposals shall include project revenues, proposed expenditures and salary requirements jointly with the City Administrator and shall thereafter submit budget submit budget on prescribed forms to the City Council.
2. Prepare, monitor, amend and maintain the City Budget. Publish, file adopted documents required with proper governmental agencies. This includes but are not limited to monitoring fiscal year end, and upcoming fiscal year budgets.
3. Prepare financial reports including any annual state required reports; including but not limited to the Debt Obligation Report, Urban Renewal Report, TIF Certification and all other reports required by law and assigned.
4. Oversees accounts payable activities and reconciliation of monthly funds.
5. Administer payroll, complete new hire documents, including employee benefits.
6. Prepare documents for audits and assist auditor with completion.
7. Maintain list of investments, reserves, bonds and payment schedules.
8. Monitor federal/state grant funds as required by law.
9. Administer assigned human resource functions, which may include various federal reporting(s), workers compensation, and drug testing.
10. Assist the City Administrator and keep the City Council fully advised of the financial condition of the city and its future needs.
11. Posts required information on the city website
12. Create various invoices to individuals for city business expenses and services.
13. Provide support to the City Administrator as requested.
14. Perform special projects as designated by the City Administrator.

The duties of the job would also include assisting other personnel in the following areas:

- Prepares and/or helps prepare agenda and packet information for City Council and city board and commission meetings.

- Ensures the preparation of minutes and other documents; including the publication, filing, indexing and storage of all proceedings of the City Council.
- Posts and advertises official meetings, public hearings, and other documents of public interest; maintains affidavit of publications and postings.
- Ensures that all official City business is advertised.
- Interacts with citizens, candidates, management, and staff on a variety of complex and sensitive issues.
- Maintains efficient and accurate records management system including retention and disposition.
- Regularly attends training pursuant to municipal finance officer and clerk duties and responsibilities; makes recommendations to City Council and/or City Staff.
- Assists with processing of building permits and related documents as directed by city clerk and zoning administrator.
- Explains recycling and solid waste program to new and current residents.
- Assist with issuing Dog Park and animal control registrations.
- Assists with maintenance of cemetery records and files.
- Assists in processing park & recreation registrations and program information.
- Performs other duties as assigned.

Minimum Education, Experience, and Certification: Degree in Accounting, Finance, Public Administration, or other related program of study required with at least three years of responsible accounting, budgeting, 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.

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of municipal accounting including General Ledger, taxation and revenue management, ability to compile and analyze financial reports.
- Clerical methods, forms techniques and record maintenance.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to effectively operate office equipment including computers and have the ability to become proficiently acquainted with the necessary financial software used by the city.

SALARY: DOQ with excellent benefits package, established by the City Council with recommendation by the City Administrator.

HIRING: Approval of the City Council with recommendation by the City Administrator.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel classified in this position. The City of West Branch is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

Job Description Proposed by City Administrator: May 4, 2021 Subject to approval by the City Council.