

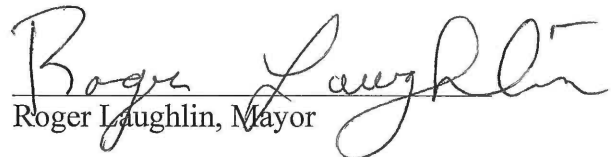
RESOLUTION 2026-22

RESOLUTION APPROVING THE FINANCE OFFICER JOB DESCRIPTION

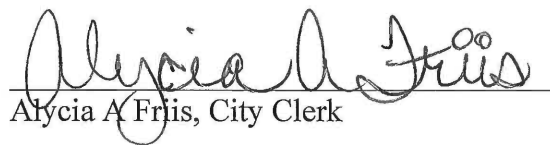
WHEREAS, the City Council of the City of West Branch, Iowa has a need to evaluate and define the job duties associated with the Finance Officer position.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of West Branch, Cedar County, Iowa, adopts the Finance Officer job description attached as Exhibit A.

Passed and approved this 2nd day of March, 2026.


Roger Laughlin, Mayor

ATTEST:


Alycia A. Friis, City Clerk



Identification

Position Title: FINANCE OFFICER / TREASURER
Department: ADMINISTRATION
Immediate Supervisor: CITY ADMINISTRATOR
Classification: FULL-TIME, EXEMPT

Job Summary:

Perform under the direction of the City Administrator, the City Treasurer/Finance Officer manages the custody, recording, and disbursement of City funds while ensuring compliance with Chapter 19 of the City Code, which grants their individual authority. Responsibilities include maintaining accurate records of receipts, expenditures, and special assessments, depositing funds in Council-approved banks, and reconciling financial statements with both depository records and the City Clerk's books. The role also involves overseeing debt service by tracking outstanding bonds and payments, certifying monthly financial balances to the City Council, and performing additional duties as assigned by ordinance or resolution.

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. Develop the annual proposed budget by assisting the City Administrator with assembling the department directors' proposed department budgets which proposals shall include projection of revenues, proposed expenditures and salary requirements. Jointly with the City Administrator, the Finance Officer shall submit the annual budget on prescribed forms to the City Council.
2. Prepare, monitor, amend and maintain the City Budget. Publish and file adopted documents required with proper governmental agencies. This includes but is 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, Street Finance Report, and Annual Finance Report (AFR), and all other reports required by law and assigned.
4. Oversees accounts payable activities and reconciliation of monthly funds.
5. Prepare documents for audits and assist auditor with completion.
6. Maintain list of investments, reserves, bonds and payment schedules.
7. Monitor federal/state grant funds as required by law.
8. Posts required information on the City website.
9. Provide support to the City Administrator as requested.
10. Perform special projects as designated by the City Administrator.
11. Attend clerk/finance training seminars in order to obtain additional training opportunities.
12. Attend other city meetings as needed.

Physical and Environmental Conditions

Ability to transport self to/from building and attend various functions of the City and its supporting agencies within or outside of the City. On rare occasions, be able to move up to 40 pounds of banker boxes.

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.

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: June 17,
2025 Subject to approval by the City Council.