



CITY OF WEST BURLINGTON (pop. 3012)

POSITION AVAILABLE: CITY FINANCE OFFICER-TREASURER

POSITION SUMMARY:

Under the direction of the City Administrator, the Finance Officer-City Treasurer performs high-level accounting and financial duties. Work includes guiding and directing accounting processes to ensure the timely and accurate generation of financial reports. Preparation of budget reports and budget projections. Completes and files mandatory Federal and State reports to ensure compliance. Primary person responsible for generation of monthly financials and management of accounts payable, accounts receivable, cash management, payroll. Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Bachelor's Degree in accounting required and three years progressively responsible financial experience preferably in a municipal environment. The City of West Burlington is an EQUAL OPPORTUNITY EMPLOYER.

SEND RESUME TO:

West Burlington City Hall
Attn: Gregg Mandsager, Interim City Administrator
122 Broadway Street
West Burlington, IA 52655
Phone: 319-752-5451



JOB DESCRIPTION

Finance Officer – City Treasurer

POSITION: Finance Officer – City Treasurer
DEPARTMENT: Administration
REPORTS TO: City Administrator

POSITION SUMMARY:

Under the direction of the City Administrator, the Finance Officer-City Treasurer performs high-level accounting and financial duties. Work includes guiding and directing accounting processes to ensure the timely and accurate generation of financial reports. Completes and files mandatory Federal and State reports to ensure compliance. Supervises clerical staff in the Finance Department. Primary person responsible for generation of monthly financials and management of accounts payable, accounts receivable, cash management, payroll, and other duties as assigned.

ESSENTIAL FUNCTIONS AND DUTIES:

Position holds primary responsibility for the following:

- Supervise daily operations of payroll, accounts payable and accounts receivable.
- Direct new hire orientation coordination, benefits questions and deal with confidential information such as employee records.
- Perform administration of all benefit plans, COBRA administration and various benefit-related projects.
- Oversee and monitor expenditures and receipts for accuracy and in accordance with the budget; maintain appropriate records of same and provide a copy of the listing of claims to the City Council prior to each regular meeting of the City Council.
- Attend City Council meetings and Work Sessions.
- Maintain separate accounts for every appropriation, department, public improvement or undertaking and for each utility pursuant to state law.
- Oversee monthly and annual trial balances, journal entries, monthly expenditures and account adjustments.
- Monitor all bank accounts and deposits in the amounts not to exceed the depository limits set by the City Council; coordinate bond issues; administer grant monies.
- Prepare budget reports, budget projections; prepare the annual public report and ensure that it is published and filed pursuant to state law.
- Prepare all reports and documentation required for City's annual audit.
- Prepare all reports required by City ordinance, state or federal law and maintain records of same.
- Assist the City Administrator in developing the annual City budget including capital improvement plans, recommending adjustments, determining financial controls, record keeping and developing tax levies; ensure that the annual budget is filed in accordance with state law.
- Make recommendations to the City Administrator and City Council regarding: capital financing options, cost/benefit analysis, accounting, investment and debt servicing options, new revenue sources and suggested management practices to make City government more efficient
- Assist in review and analysis of property, workers' compensation, auto and general liability coverage; establish appropriate strategies for ensuring sufficient coverage at reasonable cost; implement processes for reducing City liability.

- Conduct long-term revenue and expenditure forecasting and make recommendations to the City Administrator, Mayor, and City Council regarding long-term debt management.
- Conduct utility rate analysis; conduct cost/benefit analyses on economic development projects; prepare other financial analyses as required.
- Perform duties of City Treasurer as specified in the Code of Iowa and the West Burlington Code of Ordinances.
- Supervise Finance Administrative Assistant.
- Position performs other assigned duties as deemed necessary or as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of:

- Public finance, utility ratemaking, accounting, budgeting, payroll and risk management;
- Forecasting, cash flow analysis, cash management and investment strategies;
- Understanding of strategic and capital planning processes;
- Tax funds, tax laws, special tax districts, debt management and debt capacity;
- Tax Increment Financing, Tax Abatement, and related programs;
- Office/administrative policies and procedures;
- General federal and state rules and regulations relating to municipal government.

Skill in:

- Analyzing data, preparing financial analyses and technical reports;
- Manipulating complex mathematical equations to plan and manage the City's budget;
- Preparing and giving presentations; ability to effectively communicate financial and technical data;
- Communicate effectively with all levels of personnel from the Mayor and City Council, City Administrator, Department Heads, subordinates to the general public.

Must have positive and professional demeanor when conducting City business. Self-starter that can work with limited supervision. Must develop thorough knowledge and understanding of safety rules and regulations and City policies.

Ability to effectively express ideas verbally and in writing; to prepare written reports which are informative, accurate, and comprehensive. Ability to establish and maintain positive working relationships with Supervisor, City employees and the general public. Ability to deal with all of the aforementioned tactfully and courteously. Able to solve problems and make quality decisions, when necessary in consultation with supervisors.

REQUIREMENTS:

Bachelor's Degree in accounting required and three years progressively responsible financial experience preferably in a municipal environment; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must be insurable by the city's insurance company, able to pass a thorough background check, and a pre-employment drug screen and physical.

DISCLAIMER:

All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.