

Job Title:	Finance Officer		
Department/Group:	Finance		
Location:	Lennox City Hall	Travel Required:	Yes
Level/Salary Range:	\$60,000 - \$90,000	Position Type:	Full-time

Job Description

General Description: As a leader of the Lennox municipal team, the Finance Officer is in a highly responsible operations and oversight position. The Finance Officer administers the financial operations of the City, maintains the official records of the City, and performs related work as required. Additional work includes reconciling fund and account balances, preparing ancillary financial reports, and other tasks as directed by the City Administrator.

Essential Functions: (Essential functions, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

Direct all accounting operations. This includes, but is not limited to, the following duties:

- Pre-approve and administer grant money received.
- Collect all bills, licenses, permits and fees due the City.
- Maintain files and prepare required documentation for all auditors.
- Maintain fixed asset records.
- Administer the investment of the City's surplus funds for maximum possible return.
- Complete and process claims, invoices, vouchers, requisitions, and purchase orders; allocate receipts and expenditures to various accounts and provide reports as required.
- Prepare and present, with the assistance of the City Administrator, the annual budget to the City Council.
- Certify annual tax levy to the county auditor.
- Prepare monthly bank reconciliation.
- Prepare quarterly sales tax report.
- Prepare, publish, and file annual report in conjunction with assigned auditor.
- Prepare monthly financial reports.
- Prepare supplemental budgets as needed.
- Prepares assessment hearing notices, correspondence, assessment rolls, certifications and resolutions.
- Meet all required deadlines and follow regulations found in SDCL.
- Administer local elections and maintain election records.
- Supervises Finance Department employees
- Hold the City seal and attest to ordinances, resolutions and other official actions taken by the City Council.
- Maintain the official records of ordinances, resolutions, legal opinions, bids, contracts, agreements, and other official documents required by law
- Prepare and arrange for publication of official and legal notices including, advertising for bids, public notices, resolutions, ordinance amendments, agendas, and minutes.
- Record the minutes for City Council and Planning Commission meetings and maintain permanent records.

- Maintain all public notices, resolutions, and ordinance amendments in Resolution and Ordinance books.
- Supervise and oversee time and attendance keeping as well as maintaining personnel files.
- Administer employee benefits, such as health insurance, retirement, life insurance, worker's compensation and social security
- Serve as back-up to the front office staff.
- Assist City Administrator with Human Resource Management
- Maintain and process payroll and payroll taxes. Complete W-2's and 1099's at year end.
- First Aid Certification Required (will train)
- Perform other duties as directed by the City Administrator.
- Perform periodic and ad hoc financial forecasts

Working Conditions:

Work is primarily performed in a normal office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment, occasional lifting up to 20 pounds. While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to move throughout the office; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. Requires some travel to business meetings and conferences. Must be able to operate normal office equipment, review work products, file and retrieve files. Occasional travel is necessary in this position.

Knowledge, Skills and Abilities:

- Extensive experience and considerable knowledge of advanced accounting practices and procedures, report preparation, and of office practices.
- Ability to present ideas clearly orally and in writing.
- Ability to prepare complex reports and to accurately work with figures.
- Ability to prepare and present narrative or statistical reports, to analyze problems, to draw conclusions and present recommendations as necessary.
- Ability to establish and maintain effective working relationships with others.
- Extensive computer knowledge, including Microsoft Word, Microsoft Excel, email, internet, Accounting Software
- Ability to use basic office equipment including fax machine, copier, 10-key calculator.
- Ability to assist City Administrator with financial information for project funding and analysis.

Minimum Qualifications:

- College or vocational school training in accounting, business administration, or public administration, or equivalent experience is required.
- A combination of 7 years of education and/or experience in a city office is preferred.

Reviewed By:	Nathan Vander Plaats	Date:	1/11/2024
Approved By:	City Council	Date:	11/22/2021
Last Updated By:	Nathan Vander Plaats	Date/Time:	11/10/2021
Employee Signature:		Starting Wage:	