

**CITY OF MARENGO
FINANCIAL MANAGER
JOB DESCRIPTION**

Qualifications: Minimum 2-year degree in accounting or relevant field; or equal combination of educational and work experience in governmental accounting procedures. Must be proficient with computers and general office equipment. Must be bondable.

Position Overview: Under the supervision of the city administrator, directs the maintenance of a central expenditure accounting system for the city government and its departments in a manner consistent with established and accepted municipal accounting principals to meet statutory requirements by the law. Provides research on budgetary, financial and related reports and provision of reports to council; oversees that necessary documents are published in accordance with Code of Iowa, and keeps the city administrator informed of any agenda action items that need to be addressed. Provides assistance to the mayor, city council, and city administrator to ensure that city hall operates efficiently and effectively.

Position Responsibilities:

Annual Budget

Work with city administrator, department heads, and council to prepare and file with the Department of Management and Iowa County Auditor an annual budget including the certification of taxes as required by law, including any amendments. Prepare annual public report; publish it and certify a copy to the state auditor and other state offices as required by law.

Accounting System

Direct the maintenance of an accounting system for the city government and its agencies in a manner consistent with established and accepted municipal accounting principles and practices and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements. Works with other office personnel to establish dual checks and balance system for expenditures and appropriations. Provide basic documents to establish procedures. Reconcile and prepare financial statements, cost reports and statements of receipts and expenditures at least monthly for use by the mayor, council, city administrator, and department heads.

Payroll System/Personnel

Calculate hours from timecards, generate payroll checks, and maintain paid time off hours available for each employee. Fulfill all reporting requirements including federal taxes, FICA, Medicare, unemployment, IPERS, 457 deferred compensation, 5500 C/R, and any other necessary payroll-related reports.

Administer group medical insurance plan and new hire paperwork.

City Council

Prepare financial documentation for council, take meeting minutes in the absence of deputy clerk, oversee proper procedures, and maintain necessary confidentiality.

Computer System

Purchase/install software and delete files as necessary, under the supervision of the city administrator. Develop necessary forms, recommend hardware changes, develop and maintain city website.

Project Management

Maintain and record all proceedings for special projects, including specifications, bids, contracts, and bonds. Record and arrange for project financing at the instruction of the city council.

Processing

- Accounts Payable: Run claims processes for the 2nd and 4th week of each month
- Cashiering: Close out daily receipting modules and complete daily deposits
- Utility Billing: Run monthly billing procedures, apply penalties and update customer accounts

Utility Billing System

Responsible for monthly billing procedures and account updates. Prepares the shutoff list.

Other

- Manage city investments including recording interest earned, track maturity dates and rates, and recommend investment alternatives.
- Complete Road Use Tax Reports, IDOT reports, federal and state fuel reports.
- Complete reports as required by the Department of Management including TIF certification and annual TIF reports.
- Ensure Code enforcement and necessary Code revisions.
- Process and issue permits and licenses required by the State or City Code that are issued by City Hall including alcohol/liquor permits, and cigarette/tobacco permits.
- Manage grant records and submit expenditures for reimbursement.
- Maintain records for Library Trustees.
- Maintain City bond records and payment of outstanding indebtedness.
- Complete End of Year Processes
- Work with Fire Townships to collect tax money
- Any other duties as assigned or deemed necessary by the mayor, city council, or city administrator.

Interested candidates must submit a cover letter, resume, references, and a city application for employment by **December 29, 2025 @ 12:00 p.m (noon)**.

Resumes, cover letters, and city application may be submitted to **cityofmarengo@marengoiowa.com**, or mailed to **City Hall, 153 E Main, Marengo, IA 52301**.

City of Marengo Application for Employment can be found at:

<https://www.marengoiowa.com/job-openings.html>