

City of Polson

Position: Finance Officer

Department: Facilities

Accountable to: City Manager

FLSA Status: Salary

Rate of Pay: \$71,000.00 starting or DOQ

Purpose and Summary:

The Finance Officer is a Department-Head level position and is a key member of the City of Polson leadership team. The Finance Officer reports to the City Manager and works collaboratively with other Department Heads to provide for the effective functioning of the City. The Finance Officer oversees and administers the finance functions for the City, including accounting, capital finance management budget administration and financial reporting. The position requires technical knowledge and leadership, management and communication skills.

Essential Job Functions and Performance Standards:

- Oversees accounting and financial reporting for all funds and departments
- Communicates regularly and works collaboratively with the leadership team.
- Prepares financial and cash reports for Commission and City Manager
- Provides regular financial updates to the City Manager, leadership team, and City Commission.
- Coordinates with leadership team and City Manager to prepare annual budget for City Commission review/approval.
- Establishes and maintains financial policies and procedures for fiscal operations that comply with federal, state, and local law.
- Advises other departments and staff in financial matters including the issuance and oversight of capital financing instruments, such as general obligation bonds, revenue bonds and industrial development bonds.
- Identifies problems and working collaboratively with other city staff, develops alternative solutions to financial and budgetary issues.
- Responsible for all cash management functions of the city including cash drawer management and daily sales summaries from departments.
- Handles investment of surplus funds.
- Handles filing of most grant and loan reimbursement requests.
- Maintains asset records for financial and insurance purposes.
- Prepares tax levy information for the County Clerk and Recorder.
- Handles billing and receipt of all special assessments that the city directly bills.
- Direct supervisor for two staff positions: Accounting Technician and Customer Accounts Representative.
- Oversee the work of the staff positions with an emphasis on professional development.
- Oversee the completion and submission of the Annual Financial Report to the State of Montana.
- Coordinate with the auditor to provide all documentation requested for the annual audit.
- Attends regular trainings and ongoing educational opportunities
- Advises City Manager on the financial impact of changing State codes, ordinances and

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- legislative decisions
- Other relevant duties as assigned by the City Manager

Key Skills and Abilities:

- Knowledge of public sector financial administration principles and practices, including governmental accounting and financial reporting, debt administration, and budgeting
- Knowledge of Governmental Accounting Standards Board pronouncements, regulations, and guidelines
- Ability to meet deadlines
- Ability to train others in fiscal responsibilities
- Critical thinking, problem solving and analytical skills
- Skill in understanding, interpreting and disseminating information regarding complex fiscal laws, regulations, policies, procedures, and guidelines
- Ability to work independently and take initiative
- Ability to collaborate and to work as part of a team
- Strong written and oral communications skills
- Strong organizational and prioritization skills
- Ability to work with attention to accuracy and detail
- Ability to work with the public
- Emotional maturity and sound judgment
- Skill in establishing and maintaining effective relationships with elected officials, city employees, businesses, and citizens
- Computer literacy
- Fluency in Word and Excel with ability to learn and use municipal accounting and cash reporting software programs

Job Qualifications:

- Any combination of education and experience equivalent to a Bachelor's Degree in a financially related field
- At least five (5) years' experience in progressively responsible governmental financing and/or accounting or business management positions.

Nature of Work:

The Finance Officer performs moderately complex duties where attention to accuracy, detail and timeliness is important. Consequence of error could have serious implications for the City.. Position deals with sensitive information and strictly adheres to standards of confidentiality. Position is expected to provide financial training to peers and to work well in both collaborative and independent working situations. The Finance Officer must be able to deal tactfully and professionally under pressure. As a department head, the Finance Officer is expected to show leadership and to engage collaboratively with the City Manager and leadership team to support the optimal functioning of the city.

Personal contacts: Frequent contact with City employees, elected officials, representatives of business groups, other jurisdictions, various organizations and the general public. The Finance

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Officer plays an important role in maintaining and furthering positive working relationships with numerous stakeholders.

Supervision received: General supervision from the City Manager. The Finance Officer is a department-head and is expected to show initiative and leadership. The organizational structure is team oriented with open communications protocols. The Finance Officer works collaboratively with the City Manager and is responsible to provide regular updates and to advise the City Manager on City financial operations issues.

Equal Opportunity Employer:

The City of Polson is an equal opportunity employer and does not discriminate on the basis of race, religion, color, creed, national origin, sex, marital status, family status, religious beliefs, age or mental/physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City of Polson.

By signing this document, the employee acknowledges the duties and responsibilities contained within as well as received, read and understands the contents of this document.

Signed _____ Date _____

Printed Name _____

Attest:

Supervisor/Department-head _____ Date _____