



## **CITY FINANCE OFFICER**

**Position:** City Finance Officer

**Department:** Finance

**Accountable to:** City Manager

**FLSA Status:** Salary

**Rate of Pay:** 71,000.00 annually or DOQ

### **GENERAL PURPOSE:**

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

### **SUPERVISION**

City Manager

### **KNOWLEDGE, 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
- 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

### **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

### **SUBMIT**

Cover Letter

Resume

City of Polson Job Application

Cora Pritt, City Clerk

City of Polson

106 1<sup>st</sup> St East

Polson MT 59860