

## **POSITION DESCRIPTION**

**POSITION TITLE:** Finance Officer

**DATE:** 3/19/25

**INCUMBENT:** Roxanne Heezen

**REPORTS TO:** Mayor and Council

### **A. POSITION PURPOSE**

Directs staff and performs the fiscal accounting, budgetary and business functions under the direction of the Mayor and according to statute, ordinances, and policies adopted by the Council. The position calls for a great deal of contact with the public and therefore the Finance Officer and staff have a responsibility for assisting in maintaining good public relations.

### **B. NATURE AND SCOPE**

#### **1. Duties:**

##### **Finance**

- Manages the finance office operations for the City.
- Supervises the collection of taxes, fees and other receipts in accordance with laws and regulations.
- Responsible for monthly reconciliations and filing of sales tax, along with other required state and federal reports.
- Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well-being of the City.
- Prepares and distributes financial reports to City Council showing fund and budget balances, or any report deemed necessary by the City council, financial institutions affiliated with the City or governmental agencies.
- Oversees the central computerized financial and management information system of the City. Computerized Fund Accounting to include accounts payable, accounts receivable, utility billing, payroll and fund accounting.
- Oversees the preparation and collection of utility billings for uses of city electric, water, and sewer. Also responsible for establishing rates for those services, working with consultants if a rate study is deemed necessary.
- Manages and maintains the investment of City funds.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure

sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Sees that all pertinent laws and ordinances are faithfully performed.

- Prepares and submits an annual City budget. Administers the adopted budget of the City. Must also submit and publish the Annual Budget to the appropriate agencies, the City Council, staff, and the official newspaper as required by South Dakota law.
- Draws and countersigns all warrants, bonds and other evidences of indebtedness. These documents must show the amount paid, to whom it was paid and for what purpose. Issue 1099's to vendors as necessary.
- Maintains confidentiality with regard to non-disclosed City issues.
- Prepares required documentation for annual financial report in accordance to GASB and accommodates the annual municipal audit.
- Serves as custodian of official City records and public documents; performs certification and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements, deeds, bonds or other documents requiring City certification; catalogs and files all City records and oversees the codification of ordinance into the municipal code.
- Prepares agendas for council meetings under the direction of the Mayor, and in cooperation with the Public Works Director. The agenda shall include a list of bills to be paid, items for action or information and all related background information. Refers necessary issues to the City Attorney, after consultation with the Mayor, for review prior to the meeting so proper research may be done ahead of the meeting.
- Attends regular and special City council meetings as required by SDCL 9-14-17; oversees or performs an accurate recording of the proceedings, preparation of the minutes using proper legislative terminology, recording, indexing and filing for the public record; distributes information as requested; to include the submission of notices, minutes, proceedings or publication to the official newspaper.
- Files ordinances and resolutions of the council and oversees the codification of ordinances into the municipal code.
- Administers oath of office to public officials.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested.
- Performs other duties set forth in statute, ordinances or as directed by the Mayor.

## **Payroll**

- Supervises the compilation of payroll data such as hours worked, taxes, insurance, withholdings and employee identification numbers, from time sheets and other records.
- Prepares periodic financial, statistical or operational reports as assigned.

- Prepare and distribute monthly, quarterly and annual payroll reports. (941 Employers Tax, SD Retirement reports; Unemployment reports, W-2 forms)

### **Human Resources**

- Maintains employee master files.
- Facilitate the hiring process and paperwork of all employees, including conducting interviews and reference checks.
- Performs state reporting requirements, keeping up to date on employment practices and law.
- Directs and guides city council on human resource issues or policy.
- Responds to employee's questions or concerns on employment issues and promote teamwork.
- Manage employee benefit package and coordinate them with payroll.

### **Elections**

- Coordinates and implements all aspects of the municipal election process according to Title 12 of South Dakota Codified Laws. Specifically, provisions dealing with municipal elections as found in SDCL 9-13; to include, but not limited to: responsible for the timely publication of petition deadlines, voter registrations, election notices, and sample ballots. In charge of municipal elections as well as training the appointed election board members.

### **Insurance, Licenses and Contracts**

- Responsible for renewing the city's property and liability insurance, health insurance, and worker's compensation insurance.
- Receives all claims for property, equipment, liability and worker's compensation and works with insurance company on resolutions.
- Coordinates and manages all city contracts as they renew or as they are created.
- Oversees the issuance of municipal licenses & permits, including alcohol, electrical/plumbing/dray, animal, various regulatory licenses as assigned, etc. in accordance with applicable city ordinances, state law, and other regulations.

### **Administration**

- Exercises general and administrative supervision over all city employees either directly or through subordinate supervisors, serving as a primary point of contact for the day-to-day City operations.
- Supervises, coordinates, and/or delegates the administration of all departments in city government, including personnel, equipment, and facilities to ensure adequate services are provided to the citizens.

- Develops policies and procedures in cooperation with the City Council and inform department heads and other employees as to the administrative procedures and policies.
- Work with department heads to facilitate problem solving at all levels in the City; respond to inquiries and complaints from the general public regarding issues unresolved at departmental levels.
- Supervises the purchase of all materials, supplies, and equipment for which funds are provided in the budget.
- Promotes planning and budgeting for capital improvement projects. Keep and maintain records of all improvement projects which include, but not limited to, contracts, pay requests, special assessments, correspondence, etc.

## **2. Challenges and Problems:**

The Finance Officer is expected to make decisions on the day to day operations of the City, sometimes with input from Superintendent staff, Public Works Director, Mayor, or City Attorney.

Refer questions or requests made to the office regarding streets or utilities, other than billing questions, to the Superintendent staff, or if appropriate, to the Public Works Director.

## **3. Control on Actions:**

The Finance Officer is to prepare accurate financial statements in a timely and consistent manner and manage all fiscal, budgetary and accounting functions. Final approval of expenditures is referred to the Council.

## **4. Working Conditions:**

The Finance Officer is expected to be in the office but there are times when travel in the city or to other cities is required.

## **5. Performance Measurement:**

The Finance Officer's performance is measured by the accuracy and timeliness of financial statements and reports, through the proper handling of the accounting for funds and accounts and the execution of the other assignments including the maintenance of good relationships with staff and the public.

## **C. QUALIFICATIONS**

### **1. Knowledge, Skills and Abilities:**

- Knowledge of fund accounting and management, financial reporting, municipal statutes and laws, budgetary activities and generally accepted accounting principles. The ability to prepare and maintain accurate and comprehensive financial reports and records.
- Must have the ability to work as part of a team and deal with a variety of personality types, individuals, and work situations.
- Must adhere to a strict confidentiality policy.
- Must be able to use a computer to include: Microsoft Word, Microsoft Excel, Internet, and Email.
- Knowledge of or ability to learn fund accounting, payroll and other software systems as needed.
- Must have an interest in city government and the overall betterment of the community of Fort Pierre.
- Ability to prepare reports and work accurately with figures.
- Ability to present ideas clearly, follows written and verbal instructions, and the ability to communicate effectively verbally and in writing.
- Maintain effective working relationships with all city departments and elected officials, outside agencies and the public.
- Must be bondable.

### **2. Education/Experience**

Bachelor's Degree in Accounting or Business Management or 3 - 5 years of experience in Accounting and supervisory management or, an equivalent combination of education and experience.