

FINANCE CLERK

The City of Jefferson, IA (Pop. 4,108) is accepting applications for a full-time Finance Clerk. Responsibilities include assisting in the preparation of the City's annual operating budget, preparing federal and state financial reports, providing monthly financial reports, and grant & bond management. Participates in general accounting duties of accounts receivable and accounts payable and assists with utility collections. Benefits include IPERS and health insurance. Salary \$43,000 - \$48,000. Submit resume, cover letter, and application at Jefferson City Hall, 220 N. Chestnut, Jefferson IA 50129. Position is open until filled with the first review of applications after October 14. A full job description and application can be downloaded at www.cityofjeffersoniowa.org. EOE

POSITION: Finance Clerk

FLSA CLASSIFICATION: Non- Exempt

DEPARTMENT: Administration

JOB SUMMARY

Under general direction of the City Administrator, the Finance Officer independently performs administrative and technical work in administering the city's budgetary & financial activities and capital projects management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with the preparation of the City's annual operating budget, preparing budget amendments and transfers as required.
2. Certify Tax Increment Financing and prepares annual Tax Increment Financing Report, State Fiscal Financial Report, Road Use Tax Report and other Federal and State Reports as required.
3. Prepares monthly and annual revenue, expenditure, income statement, balance sheet, budget comparison reports.
4. Responsible for monthly bank statement reconciliation.
5. Assists with the annual audit.
6. Assists with daily cash flow by determining need for cash to cover expenditures and availability of cash for investments.
7. Responsible for City's investments and monitoring.
8. Works closely with bond counsel and financial advisor.
9. Monitors City debt obligations.
10. Assists with general accounting duties of accounts receivable, accounts payable, fund accounting, record of receipts and disbursements and reconciliation.
11. Enters new projects in general ledger, sets up revenue and expenditure accounts.
12. Maintains the chart of accounts. Ensures that all transactions are properly supported and in accordance with established laws, regulations and policies.
13. Maintains separate records on all Federal and State grants and projects which includes completing proper reports and returning them to the appropriate officials; transferring money to appropriate funds; making all payments from appropriate funds as required and maintaining separate ledgers for each grant or project.

OTHER JOB DUTIES

1. Assists all City departments as necessary.
2. Assist with cemetery record-keeping.
3. Updates City web site and social media.
4. Answers phones and greets persons as necessary.
5. Performs other duties or assumes other responsibilities as apparent or assigned.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

Physical Characteristics of the Job: Light work requiring the exertion of up to twenty (20) pounds of force occasionally, ten (10) pounds of force frequently or up to ten (10) pounds of force constantly to move objects.

Environmental Characteristics: The work is performed primarily in an office environment. The work may expose the incumbent to visual strain, unpleasant social situations, and significant work pace pressure.

EQUIPMENT AND MATERIALS USED

Computer, computer printer, general office equipment, typewriter, calculator, personnel policy manual, Code of Iowa, telephone, mobile radio, fax machine, copier machine.

EMPLOYMENT STANDARDS

Required Knowledge, Skills and Abilities

- Ability to solve a wide range of intellectual and practical problems.
- Ability to perform advanced statistical and mathematical techniques.
- Knowledge of the organization, functions and problems of municipal government; considerable knowledge of municipal, county, state and federal community-related statutes
- Knowledge of the principles and methods of public administration and public finance; ability to utilize computers for financial and word processing functions.
- Knowledge of municipal revenue sources, budgeting, municipal accounting practices, computer operation (accounting, payroll, word processing and spreadsheet), and municipal record keeping.
- Proficient use of computers, including Microsoft Office products.
- Ability to handle multi-task situations.

- Ability to establish and maintain an effective working relationship with coworkers and the general public.
- Ability to interact as a team player, cooperating with all City personnel while exercising integrity, confidentiality and trustworthiness.

Education, Training and Experience

Required Education: Graduation from High School or GED

Preferred Education: Associate's degree in accounting, finance or related field.

Preferred Experience: Two years' experience in public accounting or auditing.

Required Special Qualifications

1. Shall be bondable.