



CITY OF SUMMERSET

POSITION DESCRIPTION

Title: **Finance Officer**
Department: Finance
Reports to: Mayor and Finance Commissioner
FLSA Status: Exempt
Salary: DOQ

SUMMARY: Chief Financial Officer

The Finance Officer is an appointed position which works closely with the Mayor, City Administrator and Commissioners to direct the City of Somerset's financial strategies, planning, accounting and financial reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for planning, organizing and directing financial activities of the City.
2. Responsible for reporting to, and advising the Mayor and City Commissioners on, the financial activities of the City.
3. Work with all City department in preparing and implementing the City budget.
4. Responsible for reporting and accounting as per regulatory and legal requirements.
5. Provide clear and timely financial information to the Mayor, and Commissioners.
6. Contribute to strategic planning and development of the City.
7. Attend all official meeting of the City and serve as recording officer.
8. Advises Mayor and Council, City Administrator on fiscal policy including investments and long-range financial planning.
9. Recommends terms and conditions of debt financing including general obligation, sales tax or special revenue bonds, lease/purchase contracts, and any other debt financing.
10. Reviews and recommends change in revenue sources.
11. Oversees City elections.

DESCRIPTION OF OTHER DUTIES:

1. The Finance Officer will also act as the Human Resource Officer. Handling employee relations and needs; ensuring compliance with labor laws and regulations; organizing and maintaining personnel records and databases; handling of all benefits; handling of worker's compensation claims; overseeing compliance of the personnel handbook.
2. Performs other duties as assigned.

SKILLS AND ABILITIES:

1. Excellent verbal, analytical, organizational and written skills.
2. Demonstrated leadership qualities, and ability and skills to succeed in a teamwork environment.
3. Ability to engage in strategic and long-range planning and visioning.
4. Ability to assess and improve organizational systems and practices.
5. Ability to analyze and interpret financial systems and reports.
6. Experience in determining project feasibility and costing of services.
7. Proficiency in clearly communicating information about finances and accounting issues to non-accountants and individuals with varying levels of financial expertise.
8. Demonstrated ability to work with diverse populations and organizations.
9. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
10. Ability to work with mathematical concepts such as probability and statistical inference.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
12. Demonstrates in-depth knowledge of principles and practices of municipal financial management, business administration, public policy, and local/state government issues

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance or related field and/or
2. A minimum of five years' experience managing financial operations preferred.
3. Knowledge of best practices in accounting systems, and hands on experience with financial and accounting computer applications.
4. Must pass background check.
5. Ability to effectively interact with and treat with dignity and respect, co-workers and clients with diverse ethnic backgrounds, religious views, cultural backgrounds, lifestyles, and sexual orientations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

APPLICATION PROCEDURE:

Qualified applicants **must** submit a City of Summerset employment application to be considered for this position which can be obtained at **www.summerset.us** and a resume. Apply by mail or fax (605-718-2189), or in person at the City of Summerset, 7055 Leisure Lane, Summerset, SD 57718. Application email: lschieffer@summerset.us.

Position open until filled.

EQUAL OPPORTUNITY EMPLOYER

Approved April 4th, 2024 by the Board of Commissioners.