

Finance Officer

The City of Overland, Missouri is seeking a motivated professional for the position of Finance Officer. Candidates should possess a thorough knowledge of modern accounting principles and principles of administration with a general knowledge of Federal, State and Municipal laws relating to the financial operations of a municipality. A Bachelors Degree from an accredited college/university in accounting and/or financial management is required (substitution of five years of increasingly responsible experience in the accounting field is acceptable), as well as a minimum of 3-5 years experience in accounting and financial management in a progressively responsible supervisory and administration position, preferably in a municipal environment. Under the direction of the City Administrator, this position is responsible for municipal fiscal planning and controls by providing financial statements, analytical reports, cost studies, budgetary controls, and related managerial information; investing City funds; and performing other related activities. The pay range for the position is \$55,427 - \$64,270 and includes a generous benefit package. Submittal Deadline is 5:00 P.M. April 25, 2008. For a position description please visit our website at www.overlandmo.org. For additional information please contact:

City of Overland Missouri
Office of the City Administrator
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Overland, MO 63114
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CITY OF OVERLAND

JOB DESCRIPTION

JOB TITLE: Finance Officer

DEPARTMENT: Finance
SALARY LEVEL: Exempt 4
SUPERVISOR: City Administrator
Exempt (Y/N): Yes

SUMMARY:

The Finance Officer is a full-time position in the Finance Department that supervises, reviews and participates in the development of general procedures, methods, and evaluation of results of the various activities of a financial nature, including finance administration, accounting, purchasing, cash receipts and budgeting. The individual in this position reports to the City Administrator.

ESSENTIAL RESPONSIBILITIES:

- Supervises and participates in accounting procedures including the reconciliation of transactions, the preparation of required reports, and the control of receivables and payables.
- Supervises the maintenance of the central accounting system and general and subsidiary ledgers and directs the preparation of required financial statements and reports, directs payroll operations and maintenance of related records.
- Supervises the deposit of all funds in depositories designated by the mayor and estimates the cash needs of City government and supervises the investment of idle funds.
- Serves as budget officer, establishes budget format, type, and criteria; assists departments in the preparation of budget requests.
- Appraises and correlates budget request among programs and functions.
- Compiles final budget for review by the Council and maintains budget and expenditure control.
- Confers with other City officials on fiscal management problems and planning and advises the City Clerk and Mayor on financial management matters.
- Confers with and advises subordinates concerning difficult financial work problems.
- Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions.

- Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position.
- Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement.
- Establishes, modifies, documents, and coordinates implementation of accounting and accounting control procedures.
- Devises and implements system to general accounting.
- Prepares grant applications, reimbursement requests and all reports, including tax reports, for State and Federal grants.
- Prepares tax transfers into Police Retirement Fund and prepares monthly journal entries and maintains general ledger for police and non-uniform pension funds.
- Prepares and maintains all financial reports for thirteen separate funds and two retirement funds.
- Performs other related duties as needed or assigned.

SUPERVISORY RESPONSIBILITIES:

Directly supervises one non-supervisory employee, Accounting Technician.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws, Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems for the city concerning accounting issues.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree (B. A.) from four-year college or university in Accounting; and three to five years related experience and/or training; or equivalent combination of education and experience. Substitution of five years of increasingly responsible experience in the accounting field is acceptable

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, memorandums, and business correspondence to City Council, Employees, City Clerk, Committees and other employees. Ability to

effectively present information to employees, accounting technician and respond to questions from groups of managers, clients, customers, committees, the Pension Board and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry and statistics. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Overall ability to apply methods of accounting including bookkeeping, income statements and balance sheets.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have completed at least 27 hours for an accredited Accounting degree.

OTHER SKILLS AND ABILITIES:

Must have extensive knowledge of accounting principles and techniques. Ability to analyze financial problems and implement corrective action. Ability to compile financial reports and analyses. Must possess strong written skills.

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 frequently required to sit. The employee is occasionally required to stand and walk. He/she must be able to use his/her hands and fingers to handle or feel objects, tools, and/or controls. The individual must be able to reach with hands and arms. The individual must also be able to talk with citizens, internal clients, and other employees and hear their responses.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

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 employee must travel between Department Buildings in outside weather conditions. The noise level in the work environment is usually moderate.