



CITY OF ROGUE RIVER

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FINANCE OFFICER

GENERAL STATEMENT OF DUTIES:

Performs a variety of skilled and advanced level accounting tasks. Tasks include assisting in the preparation and maintenance of the annual budget; budget analysis and forecasting; preparation of monthly and annual financial reports; accounts payable/receivable; maintenance of general ledger; payroll and related reports; maintains assessment records and payroll files; makes bank reconciliation and deposits; performs secretarial and clerical services and related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this classification performs skilled and advanced accounting work and assists in the preparation and maintenance of the budget, budget analysis and forecasting. Work may involve considerable contact with the general public; employee is generally expected to work independently.

SUPERVISION RECEIVED:

Works under the direct supervision of City Administrator/Recorder, but position requires a large degree of individual initiative, judgement and responsibility.

SUPERVISION EXERCISED:

Supervision of all City Hall office employees in the absence of the City Administrator/Recorder is a normal responsibility of this class.

KEY PERFORMANCE AREAS:

1. Performs accounting duties including preparing journal entries and adjustments to the general accounting ledgers, bank and cash account reconciliation, payroll, accounts payable, accounts receivable and cash receipts.
2. Maintains payroll records and prepares related reports; handles new employee orientations; coordinates employee benefits; assures compliance with governing regulations (collective bargaining agreement, personnel policy, FLSA, COBRA, PERS, Wage and Hour laws, etc.) Explains application of governing regulations to employees and managers.
3. Establishes record keeping systems; prepares, interprets and analyzes financial reports and statistical information. Researches difficult accounting and reporting



TREE CITY USA

May 25, 2006

We are an AAEEOE and comply with Section 504 of the Rehab. Act of 1973

"Home of the National Rooster Crowing Contest"

Exhibit "D", Page



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issues, reviews and corrects financial information, and records year-end adjustments. Analyzes and coordinates financial policies and procedures, and recommends changes or updates as needed. Tracks and reports revenue collections and expenditures in relation to budget forecasts.

4. Assists in the preparation and maintenance of the annual budget, including compiling information, analyzing reports, researching information, preparing statistical data, forecasting actual fund expenditures and revenues, making budget projections, providing budgetary guidance to department heads, and preparing budget notices; may serve as budget officer.
5. Maintains assessment records, including the preparation of statements and recording of payments.
6. Maintains records relating to accounts payable and accounts receivable and related reports.
7. Maintains office files. Cashiers and keeps records of cash receipts; makes bank deposits and reconciliation; balances receipts to deposits.
8. Prepares for the annual audit, works closely with the auditor during audit fieldwork, compiles key sections of the Comprehensive Annual Financial Report and works with the auditor in the preparation of the report.
9. Assists the City Administrator with fiscal accounting, reporting and monitoring requirements related to grant funds.
10. Does related work as required.

EXPERIENCE:

Requires minimum of four years experience in governmental or business organization; must have experience with computer applications for municipal finance activities and computer networks; must have experience in governmental accounting work including working knowledge of municipal budgeting.

EDUCATION AND/OR TRAINING:

Minimum High School graduate or equivalent education; preference given to Bachelor's Degree in Business Administration or Public Accounting or related field; combination of equivalent experience and education may substitute.

KNOWLEDGE OF:

Principles and methods used in municipal finance, budgeting, banking and investments; general office practices and procedures; computer applications including networks; record

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keeping practices used in the maintenance of accounts receivable/payable, general ledger, filing systems, business English, grammar, spelling and general office procedures.

SKILL IN AND ABILITY TO:

Operate standard office equipment, including computer applications. Prepare financial statements, assist in preparation of annual financial reports and budget document, and complete complex accounting and budgeting tasks. Properly record and document financial transactions. Deal effectively with frequent interruptions. Establish and maintain effective working relationships with employees and the general public. Clarify information, resolve discrepancies, and explain accounting policies to other employees, vendors, or agencies. Meet and deal with the public courteously and tactfully. Establish priorities and organize workload. Organize, file and retrieve materials and documents. Communicate effectively both verbally and in writing. Use independent judgement in making decisions and work with limited supervision; interpret governing laws, codes and regulations. Must be able to understand and follow oral and written instructions, learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

ESSENTIAL FUNCTIONS:

Must be able to demonstrate: ability to type 60 words per minute; basic knowledge of computer operations including word processing, spreadsheet programs and computer networks; ability to rapidly and accurately operate a 10 key calculator and use common office equipment; pleasant telephone skills; knowledge of principles and methods used in finance, budgeting, and banking.

PRE-EMPLOYMENT REQUIREMENTS:

Must be bondable; must successfully complete screening examinations, tests, background checks, drug screen and employment physical.

COMPENSATION TYPE: Bi-weekly

FLSA EXEMPTION STATUS: Non-Exempt