



HARRISVILLE CITY

363 West Independence § Harrisville, Utah 84404 § (801) 782-4100

Finance Officer

Job Position: Finance Officer
Department: Administration
Classification: Part-Time
Hiring Range: \$17,500 - \$27,500
Supervision: Reports to City Administrator

Distinguishing Features of the Position:

This position helps create, organizes, and gives guidance with the finances of the city. They will work closely along with department heads, City administrator, and Treasurer. They will be responsible for the city's general accounting and financial reporting system, budgeting, and cash management system.

Functions and Duties:

- Complete Monthly bank reconciliations
- Makes necessary monthly journal entries to ensure accurate financial statements
- Prepare year end journal entries and June financial statement for annual audit
- Writes the MD&A after receiving draft from auditors
- Maintains a fixed asset schedule that balances with City's financial statements
- Calculates depreciation on the assets
- Combines budget requests from departments to create the budget
- Present to City Council the final budget and any other financial items
- Reporting with the State and/or other Agencies
 - Approved Budget
 - Financial Report and Financial Certification
 - Money Management Council Reports (Semi-annually)
 - Utah Transparency Financial Information (Quarterly)
 - Utah Transparency Payroll Information (Annually)
 - Impact Fee Reports
 - Certified Tax Rate

Education and Certifications:

- Knowledge of governmental budgeting, principles, auditing, and financial reporting.
- Knowledge of applicable city, state, and federal rules, regulations, and legislation relating to the city's financial operations and conduct of official city business; including reporting requirements and the investment of public funds.
- Knowledge of financial markets, treasury and debt management relating to municipal finance.
- Bachelor's degree in business accounting, public administration, or related field plus five years in municipal accounting, or an equivalent combination of education and experience which provide the applicant with the knowledge, skills, and abilities to perform the job.
- Must be bondable
- Certified Public Accountant license preferred.
- Knowledge of Caselle Government Accounting Software preferred
- Knowledge of modern office practices and procedures, including utilizing a variety of spreadsheet and other computer software for report production.

MAYOR:

Michelle N. Tait

COUNCIL MEMBERS:

Grover Wilhelmsen
Steve Weiss
Blair Christensen
Max Jackson
Karen Fawcett

- Ability to maintain confidentiality and exercise extreme discretion.
- Strong organizational skills, and the ability to work independently and under pressure.
- Ability to handle and prioritize multiple tasks and meet all deadlines.

Working Conditions:

While performing the duties of this job, the position is exposed to typical office setting with appropriate climate controls. May require a variety of physical activities as in walking, standing, stooping, sitting, reaching, and carrying up to 20lbs. Talking, hearing, and seeing necessary in the performance of essential functions. Common eye, hand, finger dexterity required. Mental thinking and creative problem solving. May require some local travel for training purposes.