

# CITY OF FRONTENAC



## **Finance Officer**

**City of Frontenac, Missouri**

**Reports to:** City Administrator

**Full-Time | Starting Pay:** \$114,342-125,776

### **About the Role**

The City of Frontenac is seeking an experienced and detail-driven Finance Officer to oversee the City's financial operations, budgeting, accounting, payroll, benefits administration, and long-range fiscal planning. This is a key leadership position within a high-performing, service-focused organization.

This vacancy follows an internal organizational transition and offers an excellent opportunity for a skilled finance professional to strengthen internal controls, modernize processes, and lead the City's financial management functions. The Finance Officer reports directly to the City Administrator and works closely with the Board of Aldermen, the Ways & Means Committee, and all City departments.

The City of Frontenac operates on a four-step pay system. After successful completion of required onboarding and performance benchmarks, the position may progress through the steps up to Step 4, \$148,644.

### **What You'll Do**

- Manage all City financial operations, including accounting, budgeting, payroll, accounts payable/receivable, cash management, investments, and financial reporting.
- Prepare, administer, and monitor the annual operating budget; support departments in developing budget requests; prepare mid-year and year-end amendments.
- Coordinate and prepare the annual audit, including all schedules, documentation, and required ACFR financial statements.
- Maintain and reconcile the general ledger, prepare journal entries, manage the chart of accounts, and oversee year-end close.
- Produce monthly financial reports, sales tax and variance analyses, long-range financial projections, and capital improvement plan updates.
- Monitor daily cash flow, manage investment activity, verify banking transactions, and complete all bank reconciliations.
- Administer grant accounting, reimbursement submissions, and compliance reporting.
- Oversee payroll and benefits administration, including onboarding, adjustments, W-2s, FMLA/COBRA processing, and LAGERS reporting.
- Serve as Systems Administrator for financial software systems; coordinate finance-related technology upgrades.
- Lead financial RFPs (banking, auditing, etc.); oversee revenue collection processes, PILOTs, billing, and escrow account management.

- Provide financial analysis, written reports, and presentations to the City Administrator, Board of Aldermen, and Ways & Means Committee. Attend Board, Ways & Means, and department head meetings, and complete required GFOA trainings and regulatory filings.
- Serve as Treasurer for the City of Crystal Lake Park, including budget preparation, reconciliations, financial reporting, and audit support.
- Perform additional duties as assigned to support City financial operations and organizational goals.

## **What We're Looking For**

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field, plus 3–5 years of progressively responsible experience in governmental or fund accounting (or an equivalent combination).
- Knowledge of GAAP, GASB standards, internal controls, municipal budgeting, and Missouri statutes affecting fourth-class cities.
- Strong attention to detail, accuracy, confidentiality, and the ability to meet statutory and operational deadlines.
- Proficiency with financial software systems, payroll/benefits systems, Microsoft Office (especially Excel), and a demonstrated interest in process improvement and technology-driven efficiencies.
- Excellent interpersonal, communication, and customer service skills with a collaborative, solutions-focused approach.
- Ability to clearly present financial information to both technical and non-technical audiences and work effectively with elected officials, staff, auditors, consultants, and the public.

## **Why Frontenac?**

The City offers a competitive salary and a comprehensive benefits package designed to attract top municipal talent, including:

- Four-step pay system with top step of \$148,664
- Health, dental, and vision insurance
- LAGERS pension
- Paid vacation, holidays, and sick leave
- Life and disability coverage
- Professional development and certification support

## **Apply Today**

Submit your résumé, cover letter, and references to [amuskopf@cityoffrontenac.org](mailto:amuskopf@cityoffrontenac.org).

## **Application Deadline**

Applications will be reviewed on a rolling basis until the position is filled.