

JOB TITLE: Finance Officer
FLSA STATUS: Exempt
REPORTS TO: City Administrator
Updated: January 20, 2026

JOB SUMMARY:

The Finance Officer performs highly responsible professional and administrative work in managing the City's financial operations. This position oversees general accounting, budget development and administration, payroll and benefits, human resources support, debt management, accounts receivable/payable, financial reporting, audit coordination, forecasting, cash and investment management, and the preparation of financial statements in accordance with Generally Accepted Accounting Principles (GAAP).

DUTIES AND RESPONSIBILITIES:

- Manages all financial operations of the City, including accounting, budgeting, payroll, accounts payable/receivable, cash management, investments, and financial reporting.
- Develops, implements, and updates financial procedures and internal controls to ensure compliance with Federal, State, and City regulations.
- Prepares, administers, monitors, and enters the annual budget; assists departments with budget requests; prepares mid-year and year-end budget amendments.
- Coordinates and prepares the annual audit, including schedules, supporting documentation, and required financial statements such as the ACFR.
- Maintains the general ledger, including monthly reconciliations, journal entries, year-end close, and oversight of the City's chart of accounts.
- Produces monthly financial statements, sales tax analyses, variance reports, long-term financial projections, and capital planning updates.
- Performs daily cash flow monitoring, investment management, bank reconciliations, and verification of all banking transactions.
- Oversees grant accounting, reimbursement submissions, and compliance with grantor requirements.
- Administers payroll and employee benefits, including onboarding, open enrollment, FMLA/COBRA processing, payroll adjustments, W-2s, and LAGERS reporting.
- Serves as Systems Administrator for financial software and coordinates technology upgrades related to finance functions.
- Prepares financial RFPs (banking, audit, etc.), manages vendor billing processes, and oversees revenue collection functions, including PILOTs, alarm billing, contract billings, and escrow accounts.
- Provides financial analysis, reports, and presentations to the City Administrator, Board of Aldermen, and Ways & Means Committee.
- Attends Board, Ways & Means, department head meetings, and required GFOA training; assists with required surveys and regulatory filings (ICMA, Census, State reporting).
- Serves as Treasurer for Crystal Lake Park, preparing budgets, bank reconciliations, financial reports, and supporting its audit process.
- Performs other duties as assigned in support of City financial operations and organizational goals.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration, Public

Administration, or a closely related field.

- Minimum of three (3) to five (5) years of progressively responsible experience in governmental or fund accounting, budgeting, or municipal finance; equivalent experience in public-sector finance may be considered.
- CPA or similar professional certification preferred.
- Demonstrated proficiency in financial software systems and Microsoft Office applications.
- Experience with payroll administration, benefits administration, or human resources functions preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of governmental accounting principles, fund accounting, GAAP, GASB standards, and public-sector budgeting practices.
- Working knowledge of Missouri statutes, municipal finance laws, and regulations applicable to fourth-class cities.
- Knowledge of internal controls, audit standards, and best practices in public finance administration.
- Ability to interpret, apply, and explain financial policies, ordinances, contracts, and regulatory requirements.
- Strong analytical skills with the ability to prepare clear, accurate, and meaningful financial reports for technical and non-technical audiences.
- Proficiency with financial management systems, payroll and benefits systems, and Microsoft Office applications, particularly Excel.
- High level of accuracy, attention to detail, and ability to meet statutory and operational deadlines.
- Ability to manage multiple priorities and maintain organized financial records in a fast-paced environment.
- Ability to handle sensitive, confidential, and personnel-related information with discretion, integrity, and professionalism.
- Strong interpersonal and communication skills, with the ability to work effectively with elected officials, department heads, employees, auditors, consultants, vendors, and the public.
- Ability to exercise sound judgment, initiative, and independent decision-making within established policies and procedures.

PHYSICAL REQUIREMENTS:

- Primarily sedentary position involving extended periods of sitting, typing, data entry, and use of office equipment.
- Occasional standing, walking, bending, and lifting of materials weighing up to 25 pounds (e.g., files, records, audit materials).
- Ability to communicate clearly in person and by telephone, and to read and interpret financial documents and computer screens.

WORK ENVIRONMENT:

- Work is performed primarily in a professional office setting with moderate noise levels typical of an administrative environment.
- Regular interaction with City staff, elected officials, auditors, and external partners.

- Attendance required at evening meetings of the Board of Aldermen, Ways & Means Committee, and other City or regional meetings as needed.
- Occasional travel for training, professional development, or meetings within the region.