



JOB ANNOUNCEMENT

Job Title: Finance Director/City Recorder
Department: Administration
Classification: Full-time
Status: Appointed/Exempt/At-will
Effective Date: Monday, June 8, 2019
Closing Date: Wed, July 31, 2019 at 5:00 p.m.

Salary: Grade 25 - \$63,564 to \$94,486. Starting salary depends on education, qualifications and experience, generally starts at the lower end of the salary range.
Benefits: Position is eligible for benefits

JOB DESCRIPTION

GENERAL PURPOSE

Performs a variety of **administrative, technical and complex clerical** duties in maintaining the financial and municipal records for Santaquin City including, but not limited to, planning, directing, organizing and controlling city-wide document management, processing of accounts payable, purchasing, financial monitoring, city elections and related administrative functions established by state statute or local ordinance.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides indirect general supervision of Deputy City Recorder.

ESSENTIAL FUNCTIONS

Director of Finance:

The Director shall focus on responsiveness, accountability and transparency, while demonstrating superior public sector financial management skills by assisting in the preparation of the yearly budget; providing and monitoring monthly fiscal reports and informing the City Manager on budget projections and spending trends; maintains all financial records for the city and its sub-organizations for audit, historical information and legal purposes; coordinates annual audits with independent third-party auditors.

Develops and implements the strategic financial direction and policy for the city; develops and manages the annual budget process; develops periodic budget amendments; ensures compliance with statutory responsibilities and directives; remits annual budget and audit to the Utah State Auditor's Office; ensures the overall fiscal soundness of the city.

Oversees debt administration and fixed asset control for municipal services. Prepares and maintains a principal and interest schedule on all bonds issued by the city. Tracks and maintains cash bonds for developments and improvements. Reviews and makes final preparation of bid specifications for purchase of city equipment and supplies.

Serves as City Purchasing Agent. Administers purchase order system for city departments; distributes and receives invoices and processes invoices for payment; matches invoice and purchase orders to verify authorization for payment; coordinates with departments for approval of payments, prepares checks; signs checks and delivers to city treasurer for co-signature; maintains chart of accounts; updates vendor lists. Manages cash disbursements and monitors general journal; verifies proper account coding; executes corrections or adjustments as needed; reconciles discrepancies.

City Recorder:

Prepares agenda(s) for official legislative or executive meetings of the city; attends council meetings (and planning commission meetings or other public meetings, on an as needed basis), takes and transcribes minutes; records, publishes and files new ordinances and resolutions; serves as custodian of city seal; acts as notary public, attests

to signatures on official documents and contracts; assures compliance with laws and guidelines regarding public access to city records; maintains permanent record of all original documents including, but not limited to, executed resolutions and ordinances, contracts, deeds, agreements, and insurance records.

Maintains city records management system; catalogs and references documents and information for easy identification, location and duplication; assures compliance with state laws related to public access (GRAMMA); assures proper classifications are applied to city documents and records; assists public by filling or coordinating records requests; establishes and monitors retention schedules on documents and assures timely archiving or purging of record according to law, ordinance or practice.

Coordinates and manages city elections by ordering supplies, selecting judges and polling places, tabulating election results and auditing returns; adjudicates election complaints and disputes and maintains security of election proceedings.

Acts as the ex-officio city auditor to assure integrity of the city financial management system. Assures budget records are available for public inspection.

Administrative Support:

Maintains calendar; schedules and coordinates meetings; apprises manager of activity schedule showing events, activities, committee meetings, public hearings, staff meetings etc.;

Generates various reports and documents; reviews content for accuracy and completeness; makes grammatical and technical changes to content as needed; conducts special projects, performs routine research and gathers data as needed to compile or complete reports as requested.

Provides backup for payroll processing, cash receipting & receptionist as needed.

Must be able to meet attendance and punctuality requirements for this position. Must abide by all city policies and procedures. Must work well with others and be a team player.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from an accredited college with a bachelor's degree in accounting, business management or a related field; master's degree preferred.

AND

 - B. Five (5) years of progressively responsible experience related to above duties; municipal experience preferred.

OR

 - C. An equivalent combination of education or experience.
2. Knowledge, Skills, and Abilities:

Considerable knowledge of bookkeeping, accounting (GAP), and fiscal control systems; budget preparation and management; laws governing records retention, archiving, management and access (GRAMMA); modern office practices and procedures; principles of supervision; coding, classifying, and indexing methodology related to recording city ordinances, laws, contracts, documents. **Working knowledge of** administrative procedures; city government and inter-relationship of various city functions; technical writing. **Some knowledge of** general research methods, sources, and procedures.

Ability to understand and interpret laws and ordinances governing the operation of the office of the director of finance-city recorder; produce clear and accurate reports on a variety of subjects; acquire considerable knowledge of state and local statutes pertaining to city council meetings; exercise initiative, independent judgment and to act resourcefully under varying conditions; plan, organize, and coordinate the work of other personnel; maintain strict confidentiality related to sensitive administrative information; operate personal computer (Windows) in utilizing various programs to produce or compose formal documents, reports and records; establish and maintain comprehensive records and files; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate standard office equipment.

3. Special Qualifications:

- A. Must be bondable to a dollar limit prescribed by statute.
- B. Required to become a Notary Public.
- C. Must type 60 wpm
- D. May be required to be or become a Certified Municipal Clerk by the IIMC.

4. Physical Demands and Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. May be required to lift up to 50 lbs or more on a periodic basis. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

This position will require regular attendance of public meetings that typically take place during some evening hours.

NOTE: All Santaquin City employees must successfully complete a pre-employment drug test and criminal history check and any other pre-employment verification deemed necessary to the position, following a conditional offer of employment.

Employees required to drive a motor vehicle as an essential job duty will be required to successfully complete a motor vehicle record (MVR) check following a conditional offer of employment.



Interested parties must submit a resume and employment application. Applications may be obtained on line at www.santaquin.org or at the Santaquin City Office, 275 West Main Street, Santaquin, UT 84655. Applications and resumes will be accepted at the City Office, by email to shoffman@santaquin.org, by fax to 801-754-1620 or mail to: (must be received in the office by closing date):

Santaquin City
Shannon Hoffman, Administrative Services Director/Treasurer
275 West Main Street
Santaquin, Ut 84655

Santaquin City is an Equal Opportunity Employer