# Finance Officer

**Job Title: City Finance Officer**
**Department: Administration**
**Address: 2288 Deborah Street**
**Job Type: Full Time/ 40hrs per week**
**Hours: M-F 8am-5pm occasional evening/weekend**
**Wage: $69,201-77,875 DOE**

## Job Summary

The City of Delta Junction is seeking a qualified Finance Officer to join our team. This position reports directly to the City Administrator and City Council. The Finance Officer is responsible for preparing monthly financial statements and bank reconciliations, administering the City's annual budget, and ensuring compliance with governmental accounting standards and applicable laws. This role also includes planning and overseeing revenue collection and disbursement, payroll, and the preparation of quarterly and annual financial reports.

## Key Responsibilities

- Prepare, review, and present monthly financial statements and reports to the City Administrator and City Council.
- Attend City Council meetings and report on current and pending finances.
- Perform bank reconciliations and maintain accurate financial records.
- Develop, monitor, and administer the City's annual operating and capital budgets.
- Ensure compliance with governmental accounting standards, state and federal regulations, and applicable laws.
- Manage and process accounts payable, purchase requisitions, and purchase orders, including ordering, approving, and verifying budget availability.
- Maintain accounts receivable and perform monthly billing.
- Oversee deposits, cash handling, credit card machine updates and troubleshooting.
- Administer payroll, tax reporting, and employee benefits, including health insurance and retirement accounts.
- Facilitate Drug/Alcohol testing for employees and schedule background checks.
- Track savings and investment accounts and provide regular reporting.
- Prepare and submit quarterly and annual grant reports.
- Maintain records, filing systems, and ensure compliance with record retention requirements.
- Stay current on Fair Labor Standards Act (FLSA) regulations and other employment-related financial laws.
- Facilitate audits and provide required documentation to external auditors.
- Manage fund and project accounting, including grant expenditures.
- Schedule rentals and maintain related financial records.
- Track update, and report on grants, vehicle records, and building insurance.
- Provide financial analysis and recommendations to support decision-making by City leadership.

- Supervise and support finance staff, as applicable.
- Perform other related duties as assigned.

# Qualifications

- Bachelor's degree in Accounting, Finance, or Public Administration with a concentration in Accounting (required).
- Experience in Municipal Government Accounting (preferred)
- Must be able to pass random drug/alcohol tests and background check.
- Minimum of five (5) years of experience in municipal government accounting, including fund and project accounting.
- Supervisory experience preferred.
- Strong interpersonal skills with the ability to work effectively with the public in a cross-cultural environment, as well as with private corporations and representatives of local, state, and federal agencies.
- Ability to manage multiple priorities and perform effectively under pressure and deadlines.
- Excellent verbal and written communication skills.
- Proficiency with fund accounting software, word processing, spreadsheet applications, and general office equipment.
- Experience with state and federal grants preferred.

# Benefits

- Competitive salary
- Health insurance
- Paid leave and holiday pay
- Retirement plan
- Flexible work schedule

# Application Process

Interested candidates should submit the following:

- A completed City of Delta Junction employment application
- A cover letter detailing relevant experience and qualifications
- A current résumé
- Three (3) professional references

Applications may be submitted in person at Delta Junction City Hall, by mail, PO Box 229 Delta Junction, AK 99737 or electronically administrator@deltajunciton.us.