City of Delta Junction – Finance Officer

Responsibilities:

- Prepare monthly financial statements and bank reconciliations
- Prepare and administrate the City's annual budget and amendments
- Prepare quarterly budget reports
- Prepare and administrate City's bi-weekly payroll, including tax reports, PERS, and other benefits reporting
- Review, approve, and prepare all check requests prior to processing Accounts Payable
- Prepare and administrate pay requests for all Federal and State Grants, working closely with grant agencies
- Provide administrative supervision for the City's investments
- Implement Audit controls according to the latest auditing standards
- Work closely with external auditors in preparation of the annual audit
- Prepare monthly Accounts Receivable billings
- Perform and/or assume other work-related duties as assigned by the City Administrator

Qualifications:

- Degree in Accounting or Public Administration with Accounting (required)
- Experience in Municipal Government Accounting (preferred)
- Fund Accounting experience
- Ability to work effectively with the public, private corporations, and local, state, and federal agencies
- Ability to work efficiently with minimal supervision
- Ability to work under pressure and in a cross-cultural environment
- Excellent verbal and written communication
- Knowledge of computers, Word, Excel, QuickBooks, and standard office equipment
- Familiarity with State and Federal grants (preferred)
- Must comply with the City of Delta Junction's drug screen policy

Salary: Grade 4, Step 1-5 = $69,201 to $77,875 per year, DOE. Annual wage increases per Employee Policy Plan.

Work Schedule: Permanent, full-time position, 8:00–5:00, M-F (40 hours/week) plus attendance at Council meetings (first and third Tuesday of each month, 5:00-8:00).

Benefits: Health care plan, Alaska Public Employee Retirement System (PERS), accrued leave, eleven holidays.

Job applications are available online (deltajunction.us/forms downloads) or at City Hall (2288 Deborah Street, M-F, 8:00-5:00). Turn in application and resume at City Hall. Position open until filled.