

**City of Grimes  
JOB DESCRIPTION**

**Department:** Finance  
**Title:** Finance Administrator  
**FLSA:** Non-Exempt  
**SALARY:** DOQ \$ 60,000 - \$77,000  
**Date:** 8-25-2016  
**Reports to:** City Administrator

**Applicants are required to submit a City of Grimes  
Employment Application to City Administration at  
City Hall prior to 5 p.m. on September 07, 2016**

**DEFINITION**

Under the administrative direction of the City Administrator performs financial duties and assists in operations and activities of the City of Grimes Finance Department. The Finance Administrator Position may advance into the Finance Director position at a future date.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assists with the financial operations within the City, including the operating budget and capital improvement program, capital equipment plan, bond sales, purchasing procedures, financial reports, reporting guidelines, accounts receivable, accounts payable, fixed assets accounting and payroll.

Prepares schedules and documents as necessary for the City's annual financial audit.

Assists with the development and administration of department budgets.

Assists in the preparation, editing, reviewing, organizing and conveying of summary financial information for City Council, City Administrator, department managers, City employees and the public.

Performs the accounts receivable and accounts payable functions of the City with the assistance of other administrative staff to meet the segregation of duties test.

Performs the payroll functions for the City Clerk and Human Resource Department.

Performs special projects for the City Administrator as requested.

Performs other related duties as required.

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

Bachelor's degree in Accounting, Finance or related field and three years of related experience in local government finance operations or six years of non-governmental accounting experience. General knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles. General knowledge of current principles and practices of municipal finance operations and auditing procedures.

- Ability to perform complex financial auditing and reporting procedures within a municipality.
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to operate a personal computer using standard or customized software applications.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines.
- Ability and willingness to learn quickly and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

## **PHYSICAL CHARACTERISTICS OF WORK**

Essentially sedentary work involving sitting, walking, standing, occasional bending, lifting and carrying paper and related light objects generally weighing 10 lbs. or less. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, which permits employee to communicate effectively. Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits the employee to observe a wide variety of written material in electronic and hard copy form. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment. Sufficient personal mobility and physical reflexes, with or without reasonable accommodations, which permits the employee to function within the general office environment and have access to various work sites throughout the City.

## **SPECIAL QUALIFICATIONS**

Successful completion of a post-offer drug screen.

**The City of Grimes is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**