

# City of Sand Point Job Description

|                    |   |                           |                       |
|--------------------|---|---------------------------|-----------------------|
| <b>Job Title:</b>  | <b>Finance Officer</b>                            | <b>Supervised by:</b>     | <b>Mayor</b>          |
| <b>Supervises:</b> | <b>Bingo Manager and Administrative Assistant</b> |                           |                       |
| <b>Status:</b>     | <b>Full-time, Salaried</b>                        | <b>Date Last Updated:</b> | <b>03/2021</b>        |
| <b>Minimum:</b>    | <b>DOE</b>  | <b>Approved:</b>          | _____<br><b>Mayor</b> |

## General Position Summary or Responsibilities

Under the direction of the Mayor, this administrative position works with other personnel at City Hall to insure prompt and courteous service to the citizens of Sand Point and the public-at-large. Primary duties include accounts payable, bank reconciliation's, grant reporting, bingo record-keeping, payroll, sales tax collection, and the oversight of accounts receivable, utility and harbor billings, and the budgets for all departments.

## Primary Duties

1. Responsible for all financial activities and internal accounting controls.
2. Approves and issues purchase orders.
3. Performs all accounts payable functions, including the timely payment of all invoices.
4. Payroll for all City employees, including all tax and benefit reporting.
5. Performs all month-end journal entries and closings.
6. Prepares the monthly financial statement and presents it to the City Council the second Tuesday of every month.
7. Assists the City Administrator and Mayor in preparing the annual budget.
8. Provide the City Administrator with the information he/she requests for grant reporting.
9. Performs monthly reconciliations for all the City's bank accounts, including General Fund, Bingo, Silver Salmon Derby, PD Forfeiture accounts, Charles Schwab, and AMLIP accounts.

10. Oversees the budgets for all departments.
11. Bingo and Pull-tabs – supervises all aspects of weekly gaming activities, expenditures and revenues. Prepares reconciliations. Prepares and submits all quarterly and annual reports to the State of Alaska Gaming Division.
12. Coordinates the annual audit and provides all necessary documents for auditors.
13. Oversees Accounts Receivable – depositing/documentation of revenues.
14. Approves monthly charges (entered by the office assistant) for services performed by the City of Sand Point, which includes water/sewer service, refuse collection, and all harbor services.
15. Approves all deposits prepared by the office assistant.
16. Oversees the monthly utility billing statements prepared by the office assistant.
17. Oversees the collection of sales tax and other tax revenue from local businesses.
18. Manage financial records and develop retention schedules and procedures for inventory, storage, and destruction of records as necessary;

### **Skills and Abilities**

The ability to analyze and organize financial information is essential. Candidate must be able to work independently and prioritize multiple tasks and competing demands. Stringent deadlines require a disciplined and organized individual. Strong written and verbal communication skills are necessary, especially when explaining financial data to non-technical staff or to the public. As a government employee, customer service and public relations skills are extremely important. Candidate must be able to keep confidentiality of certain records.

### **Knowledge and Qualifications**

High School Graduate or GED equivalent. College degree in finance, business, or accounting, or minimum two years accounting experience required. Governmental accounting experience preferred. Strong computer skills are essential, especially with Excel. Experience with Fund accounting software is desired.