



CITY OF PALMER
invites applications for the position of:

Controller/Finance Manager

SALARY: \$28.57 - \$46.34 Hourly

DEPARTMENT: Finance

OPENING DATE: 05/05/22

CLOSING DATE: 05/21/22 05:00 PM

GENERAL FUNCTIONS/DISTINGUISHING CHARACTERISTICS:

The employee occupying this position supervises the day to day accounting operations of the city, ensure that accurate and detailed records are maintained of all revenues and expenditures, supervise accounting personnel and assist the Finance Director with city operations. This positions serves as Finance Director in his/her absence.

The Controller/Finance Manager is expected to assume responsibility for day to day accounting operations of the city. Functional areas include cash collections, accounts payable, receivables, payroll, business licenses, sales tax, utilities, delinquent collection, internal/external audits, grants, and supervision of finance staff as well as have the ability to learn, practice and implement personnel policies and Palmer Municipal Code.

Work is characterized as having a broad scope and responsibility, the requirement to interpret complex financial reports, the potential ramification of decisions made, and the application of accounting principles and theories to practical applications. Work is performed with considerable independence and involves considerable judgment and discretion in carrying out assignments.

ESSENTIAL FUNCTIONS & DUTIES:

- Supervise work of office personnel to include training and gives daily direction of work tasks.
- Assists in performance evaluations and makes recommendations to the Finance Director regarding hiring and personnel matters.
- Be able to interpret Palmer Municipal code as it applies to the Finance department.
- Performs the duties of any one of the staff when they are out.
- Review, process and/or approve journal entries and accounting adjustment postings of transactions to the general ledger.
- Processes monthly bank reconciliations and prepares monthly Treasurer's Reports.
- Assists the Finance Director with administration of the accounting software making sure that the City receives the necessary updates. Recommend development and modifications to accounting system, including upgrades and fixing problems as needed.
- Review, monitor, and advise other departments regarding accounting issues.
- Assist Finance Director in preparation of special accounting, financial, project and budget reports.
- Provide statistical data as requested.
- Review the department's record keeping practices and procedures and makes recommendation to Finance Director of any changes that need to be made.
- Review and monitors fuel inventory.

- Reviews accounts payable before processing to ensure proper accounting codes and data entering.
- Prepare purchase orders.
- Reviews payroll regularly before processing making sure that all timesheets have been correctly entered.
- Perform periodic audit and analysis of payroll to assure proper accounting procedures are followed and operations are conducted in conformance with established accounting policies and procedures; advises Finance Director regarding problem areas.
- Provide system operations training for city-wide personnel utilizing accounting system. Assist with problems that arise from daily use, loading new modules as needed, and writing "user guides".
- Assist with annual audit with external auditors and accounting staff. Ensure that complex schedules are complete, and oversee the completion of audit work by other staff members. Works with the Finance Director to ensure that preparation for audit is completed prior to annual audit. During audit assist auditors with any issues that may arise and provides information as required.
- Oversee city-wide fixed/capital asset records. Review and monitor policy and procedures affecting city's fixed/capital assets in all departments/funds.
- Perform monthly reconciliation of projects and quarterly reconciliations of key accounts.
- Supervise recording of revenue and expenditures by accounting personnel.
- Establish and maintain cash controls. Ensure proper internal controls and oversight payment practices.
- Provide leadership by delegating tasks, responding to staff and public inquiries.
- Recommends development and modifications to accounting system.
- Assist the Finance Director as needed during the compilation of annual proposed budget for presentation to city council.
- Attends council meeting during budget process.
- Act as Finance Director in his/her absence.
- Cultivate and maintain a climate, which is free of harassment, intimidation, and disrespect to provide a safe place for to work and a safe, professional environment for customers.
- Perform other activities as requested.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL QUALIFICATIONS:

- Minimum: Bachelor's degree in Business Administration or related field, with minor in Accounting and 8 years of accounting experience.
- Minimum: Three (3) years of supervisory experience.
- Municipal Government experience preferred.
- Responsible for large sums of money. Must be bondable.
- Extensive knowledge of generally accepted accounting principles, computer systems and business office management is essential.
- Computer skills including the ability to operate and manage computerized financial, payroll, spreadsheets and word processing programs, and email at a highly proficient level.
- Must be a self-starter and have self-motivation.
- Extensive knowledge of federal, state and city rules and regulations pertaining to records and lawful use of funds.
- Must have a high level of oral and written communication skills.
- Strong analytical skills to interpret and manage data.
- Effective communication skills to support providing direction to staff and interaction with other departments.
- Ability to establish effective working relationships, expresses ideas, and conveys information effectively, both orally and in writing.
- Ability to understand and maintain the highly sensitive and confidential nature of information in financial records and personnel issues.
- Ability to work as a member of a team and provide leadership to a diverse group of staff working towards a common goal.

- Ability to meet attendance requirements for the position.
- Ability to multi-task to perform and manage multiple projects simultaneously.

WORKING CONDITIONS:

This position works primarily in an office setting. The noise level in the work environment will normally be quiet to moderately noisy depending upon office equipment, telephones, and other employees/members of the public with business in the office. While performing the duties of this job, the employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch, and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the major activities.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.palmerak.org>

Position #21-00064
CONTROLLER/FINANCE MANAGER
KG

231 W Evergreen Avenue
Palmer, AK 99645
(907) 761-1302

kgreen@palmerak.org

Controller/Finance Manager Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in Business Administration or related field, with minor in Accounting and 8 years of accounting experience?
 - Yes
 - No
- * 2. How many years of supervisory experience do you possess?
 - 0-6 months
 - 6 months - 1 year
 - 2 years - 3 years
 - More than 3 years
- * 3. Do you have experience working in municipal government?
 - Yes
 - No
- * 4. This position is responsible for large sums of money. Are you bondable?
 - Yes
 - No
- * 5. Please rate your knowledge of federal, state and city rules/regulations pertaining to records and lawful use of funds.
 - Unfamiliar
 - Novice
 - Regular
 - Expert
 - Mastery

* 6. How familiar are you with Generally Accepted Accounting Principles (GAAP)?

- Unfamiliar
- Somewhat familiar
- Knowledgeable
- Extremely Knowledgeable
- Expert

* Required Question