



CITY OF FREEPORT

125 Main Street E – PO Box 301 – Freeport, MN 56331 – 320-836-2112 – FAX 320-836-2116
For TTY/TDD Users 1-800-627-3529 or 711 Minnesota Relay Service www.freeportmn.org

POSITION DESCRIPTION

Position Title: Deputy Treasurer

Reports to: City Clerk-Treasurer

POSITION PURPOSE:

Responsible for performing the financial duties of the City including financial management and budgeting, accounts payable, payroll, general ledger, and account and fund reconciliation.

MAJOR/ESSENTIAL FUNCTIONS:

% of Time

60% **Finance/Accounting**

- Performs accounts receivable function.
- Performs accounts payable function including vouchers payable, vendor records and tax reporting.
- Performs payroll function including accounting for taxes and benefits and providing required reports.
- Performs general ledger maintenance.
- Performs account reconciliation and fund reconciliation.
- Performs accounting and reconciliation for tax receipts and special assessments.
- Performs financial management and budgeting. Collaboratively facilitates and prepares annual budget with department directors and executes compliance tracking throughout the year.
- Oversees assets of the city and creates and maintains investment procedures and policies.
- Performs as the loss control official. Implements and oversees internal controls and audit procedures.
- Performs analysis of liability risks and ensures compliance with regulation over insurance coverage.
- Provides statistical analysis and prepares complex finance analysis on various ad hoc projects.
- Investigates and locates alternative funding sources for projects.
- Coordinates with outside consultants (financial advisors, grant writers, etc.).
- Provides financial and budgetary assistance to city boards and commissions (EDA).
- Provides recommendations for capital improvement planning.

25% **Licensing/Reporting Compliance**

- Files necessary payroll reporting including monthly and quarterly state and federal reports, quarterly unemployment reports and year end tax reports.

- Files quarterly sales and use tax returns.
- Files necessary annual reports with the Office of the State Auditor.
- Files necessary reports with financial institutions.
- Coordinates filing of annual TIF reports with TIF consultant.

10% **Communication/Personal Development**

- Continually keeps the City Clerk-Treasurer and Council informed about pertinent matters through staff reports, regular and special meetings, and other standard forms of communication.
- Reports to City Council at monthly Council meetings regarding preparation of financial statements, obtaining approval of donations, presenting activities report and payable report and other items of concern.
- Communicates and provides information in a timely and respectful manner.
- Represents financial function before various outside entities as requested.
- Meets with state officials regarding compliance issues as requested.
- Meets with county officials, and City staff to discuss projects requested.
- Responds to requests for information.
- Attends meetings, seminars and training events to acquire information regarding finance and accounting rules and regulations and to maintain knowledge and skills.

5% **Other**

- Performs other related duties and responsibilities as assigned by the City Clerk-Treasurer and/or City Council.

Education Required

- Associates Degree in accounting, finance. Bachelor's Degree preferred

Experience Required

- Considerable finance/accounting experience. Prior municipal experience preferred.

Certification/Licensure Required

- CPA/CMA preferred

Other Knowledge, Skills, & Abilities Required

- Extensive knowledge of general accounting and budgeting principles and practices.
- Extensive knowledge of GASB procedures and policies.
- Board tax knowledge as applies to municipalities.
- Knowledge of municipal operations, City policies and ordinances.
- Knowledge of internal controls and audit procedures.
- Knowledge of state licensing regulations.
- Budgeting and finance planning skills.
- Ability to establish effective working relationships with elected officials, and City staff.
- Ability to communicate effectively, both verbally and in writing.
- Ability to learn and understand/apply state and federal laws, and policies, financial policies, procedures and directives and to apply them fairly, equitably and without bias.

- Ability to research and analyze data, determine alternatives and make recommendations and prepare accurate and thorough reports and maintain records.
- Ability to work independently and plan, organize and prioritize projects.
- Ability to recommend policies and procedures and develop short and long-term goals and objectives for the financial area.
- Must possess a high level of professional ethics and have the ability to promote an ethical work place and ensure all policies and protocols are followed.
- Ability to analyze situations and determines appropriate action and to respond appropriately.
- Ability to attend training and professional meetings to maintain and enhance current knowledge base.
- Ability to deal with city personnel in a professional courteous manner.
- Availability to attend monthly City Council meetings and provide written and verbal reports on financial activities.

Machines, Tools, Equipment, Electronic Devices, Software Required

- Extensive use of office equipment including calculator (of preferred choice), computer, fax machine, copy machine.
- Extensive use of Microsoft Excel, Word, Outlook, as well as Blackmountain Software.

Physical Effort Required

- Position requires extended periods of sitting and extended repetitive action operating computer equipment. Occasional lifting of up to 25-30 lbs of computer reports or office reports.

Mental Effort Required

- Position involves multi-tasking in a fast-paced, high-stress environment.
- Position involves adapting and handling extremely complex analysis in a focused time frame.
- Position involves completing tasks, meeting deadlines and working accurately with figures despite interruptions.
- Position involves setting work priorities and organizing work while remaining flexible and patient.
- Position involves changing priorities and scheduling as needed to meet work demands and reacting to emergency need for information.

Working Conditions Required

- Normal office conditions.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.