

## **CITY CLERK/FINANCE DIRECTOR**

### **The City of Marianna is an Equal Opportunity and Drug Free Workplace Employer**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*

### **JOB SUMMARY**

This is highly responsible administrative and supervisory work in planning and directing the City Clerk's office and all financial management activities of the City. Government accounting is essential for transparency and efficiency at the City. The City Clerk is the official custodian of all official city records, responsible for the maintenance, retrieval, archiving, release, distribution, safety, and overall management of documentation, such as the Code of Ordinances, resolutions, proclamations, records, and Commission meeting minutes. All official leases, contracts, memorandum of agreements, deeds, minutes, and other information are under the supervision of the Clerk. Plans, directs, and reviews the work of subordinates, in progress and upon completion, for desired results and/or compliance with established policies and procedures. Work is performed independently under the general supervision of the City Manager, yet with close coordination and is reviewed through conferences and reports for desired results

### **ESSENTIAL JOB FUNCTIONS**

- Primary duty is overseeing the operation of the City Clerk's Department and supervision of employees within the department as well as others if necessary.
- Makes the final recommendation to the City Manager as to hiring, firing, promotion, demotion, or any other change of employment status of employees within his/her department.
- Plans and directs the maintenance, filing, updating and safekeeping of all municipal documents such as but not limited to: ordinances, resolutions, proclamations, contracts, grants, leases, agreements and meeting minutes.
- Attests to all official documents of the city.
- Coordinates the numbering of ordinances and resolutions.
- Maintains conflict of interest statements.
- Monitors financial disclosures statements.
- Oversees and coordinates the municipal election process with the Jackson County Supervisor of Elections.
- Responds to requests from information from the public, other municipalities, state officials, or state and federal legislative offices.
- Prepares correspondence to citizens in a professional manner as needed.
- Reviews and edits minutes of official meetings.

- Plans, organizes, and directs all municipal finance activities.
- Assures that city funds are effectively managed and accounting systems are properly maintained.
- Prepares and presents annual and amended budgets including revenue and appropriation estimates for all funds.
- Performs complex reconciliations.
- Acts as liaison for audits and ensures that the City complies with regulatory guidelines and Governmental Accounting Standards Board principles.
- Ensures that financial statements adhere to periodic updates from Government Accounting Office.
- Analyzes audit reports and provides recommendations to the City Manager for implementation.
- Participates in the preparation of grant applications.
- Ensures that bond covenants are met.
- Prepares and presents monthly budgetary reports.
- Performs financial and budget analysis to understand sources of funding, tax revenue levels and key trends in budgets.
- Provides financial information to state and federal regulatory agencies.
- Provides accurate and timely monthly and year-end financial statements to Department Heads, City Manager and City Commission and others as required.
- Resolves possible discrepancies and/or irregularities in the financials and establish and monitor the implementation of accounting control procedures.
- Continuously manages budgetary and forecast activities.
- Advises department supervisors monthly on financial and budgetary matters.
- Maintains schedules of investment maturities and records of securities.
- Supervises general ledger, utility billing, license and permits, purchasing, insurance, fixed assets, and payroll.
- If necessary, responds to inquiries from retirees and employees concerning employee pension plans.
- On behalf of the Finance Director, serves as the city liaison with respect to the police officer and firefighter pension plans.
- Reviews monthly financial statements and records activity relating to pension fund investments, revenues, and expenses.
- Participates directly in the annual actuarial valuation for the city pension plans, prepares data, reviews, records, and prepares work papers.
- Reviews and processes city contributions to its pension plans.
- Evaluates performance of employees.
- Attends City Commission meetings, workshops, and special meetings.
- Demonstrates good working relationships with business and community leaders and deals tactfully, skillfully, courteously, and efficiently with the public and media.
- Demonstrates good working relationship with area cities and towns; and networks with Clerks, County and State Officials.
- Seek professional self-improvement through continuing education, training and/or seminars.

- Promotes professional growth and development for employees.
- Performs other duties as assigned by the City Manager.

### **QUALIFICATIONS**

**Education, Training and Experience:** Bachelor’s Degree from an accredited college or university with major course work in accounting, finance, or business administration, plus five (5) years of progressively responsible experience, of which at least two (2) years must be in a supervisory capacity. Master’s Degree in Accounting and a CPA Certificate preferred. A CPA Certificate may entitle employee to higher level of compensation.

**Special Requirement:**

- Valid driver license.
- Ability to be bonded to \$50,000.

**Knowledge, Skills, and Abilities:**

- Knowledge of ordinances, resolutions, contracts, agreements, leases and memorandum of understandings.
- Knowledge of management and supervisory practices.
- Knowledge of archives and records management laws.
- Knowledge of public meetings laws (Florida Sunshine Act).
- Knowledge of applicable Florida Statutes.
- Knowledge of election laws.
- Knowledge of modern office practices and procedures, business English spelling, punctuation and math.
- Knowledge of modern principles and practices of accounting, budgeting, and municipal fiscal management including compliance with GASB principles and updates.
- Knowledge of municipal investment procedures and ability to assess municipal problems and propose policies in terms of their financial and administrative implications.
- Skills in computer software programs such as Microsoft Office.
- Ability to input and retrieve data via computer (Word, Excel & PowerPoint).
- Ability to learn new computer software programs and apply new technology effectively.
- Ability to work independently within established guidelines, prioritize and coordinate activities, and meet critical deadlines.
- Ability to follow and understand oral and written instructions in English.
- Ability to communicate effectively both orally and in writing in English.
- Ability to manage time effectively.
- Ability to solve problems.
- Ability to assess needs and prioritize them.
- Ability to make rational decisions through sound logic and deductive reasoning.
- Ability to deal with a variety of individuals and groups.
- Ability to prepare reports.
- Ability to provide administrative oversight for staff and facilities within department, which includes ability to set detailed goals both in writing and orally in English.
- Ability to develop a department budget and maintain fiscal responsibility for the budget.

- Ability to demonstrate hands on leadership, set examples for staff and other city employees.
- Ability to encourage by example participation in city functions both internal and external.
- Ability to evaluate skills and abilities of subordinate employees.
- Skill in budgetary development and administration.
- Extensive knowledge of modern principles and practices of accounting, budgeting, and municipal fiscal management including compliance with GASB principles and updates.
- Knowledge of municipal investment procedures and ability to assess municipal problems and propose policies in terms of their financial and administrative implications.
- Skill and ability to supervise and manage staff.

### **PHYSICAL DEMANDS**

- Sedentary work: position requires frequent sitting.
- Exerting up to 10 pounds of force occasionally and/or small amount of force to lift, carry, push, pull or otherwise move objects.
- Climbing: Descending and ascending stairs to and from upper floor.
- Finger Dexterity: Picking up, typing, or otherwise working primarily with fingers rather than with whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Talking: Expressing or exchanging ideas by means of the spoken work including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly and quickly.
- Visual Acuity: With or without correction. Have close visual acuity to perform and activity such as: preparing and analyzing data and figures; viewing computer monitor and extensive reading; determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.
- Walking: Moving about to accomplish tasks.

### **WORK ENVIRONMENT**

Work is performed inside an office setting.

### **EXPECTATION OF HOURS WORKED**

Monday through Friday 8:00 am to 4:30 pm in the office unless duties require you to be away from assigned work station.

**Department:** Clerk

**Classification:** Administrative. FLSA Exempt.

**Pay Grade:**

Unless by promotion, after an offer of employment and prior to commencement of the employment duties, applicant will be subject to completing and passing a physical examination, a drug screening for presence or absence of illegal drugs and background check.

It is a condition of employment for employee to refrain from reporting to work or working with the presence of illegal drugs or alcohol in his or her body, and, if an injured employee refuses to submit to a test for drugs or alcohol, the employee forfeits eligibility for medical and indemnity benefits.

City Clerk/Finance Director is subject to job applicant, random, reasonable suspicion, work related post accident, and fitness for duty testing.

By signing below, I acknowledge I have received a copy of the job description and agree that I must be able to perform the essential functions and requirements of this position as set forth in the job description.

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Employee Signature & Print name

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Date