



CITY OF LONG PRAIRIE POSITION DESCRIPTION

Position Title: City Clerk/Finance Officer
Department: Administration
Reports To: City Administrator-Clerk

FLSA Status: Non-Exempt

Nature and Purpose of Position

The City Clerk/Finance Officer performs administrative work conducting the daily business activities of the city including statutory duties of the city in an efficient, orderly and lawful manner, and will provide support to the City Administrator/Clerk as assigned. Maintenance of official city records, public documents, election administration, preparation of meeting minutes and agendas, municipal licensing, resolutions and ordinances and custody and disbursement of public funds. Knowledge of Banyon is a plus, as the position will be responsible for preparing monthly financial reconciliation, assisting in financial management of city funds such as monitoring AP, AR and Payroll, as well as creating and assisting with managing the annual budget and coordinating the yearly financial audit.

Core Competencies

- Work effectively as an employee of the City of Long Prairie and maintain good job behavior.
- Accept responsibility for the duties of the position. Work diligently toward complete and accurate work assignments. Continually develop and recommend more efficient and effective ways of carrying out the duties and responsibilities of the position.
- Develop the necessary knowledge, skills, and abilities to perform the duties of the position.
- Accept and adapt positively to changes in your position and within the City.
- Be courteous and cooperative with Public Officials and the public.
- Promote teamwork through communication and cooperation. Treat co-workers in a respectful, considerate, and professional manner and consider the opinions and personal needs of others.
- Promote safety in every activity. Become familiar with and abide by the City's safety rules and procedures.
- Whether on or off duty, they should not exhibit any conduct which discredits themselves or this office, or otherwise impairs their ability or that of other employees or this agency to provide services to the community.

Essential Functions of the Position

- ❖ Assist in the maintenance of all official accounting and financial records and are responsible for the keeping of all ledgers and accounts of the City so they conform to the accepted governmental accounting principles and provide an accurate and current reflection of the city's financial condition.
- ❖ Compiles annual financial statements in accordance with MN Statutes and Federal Regulations.
- ❖ The preparation, creation and submitting the annual budget to the city council and keeping the city council advised of the financial condition of the city with consultation with the City Administrator/Clerk to make such recommendations as he/she may from time to time to determine desirable.

- ❖ Presents quarterly reports to each department head on their budget and to the City Council on the financial condition of the city and the utilities.
- ❖ Invests in consultation with the City Administrator/Clerk on investing City Funds in accordance with City policies and State Statute and maintaining all city fund balances.
- ❖ Directs annual audit of all city and utilities funds and ensure compliance with annual reporting.
- ❖ Prepare annual Tax Increment Financing Reports.
- ❖ Assists the City Administrator/Clerk in overseeing Tax Increment Financing Districts, Abatements, and other financial items related to Economic Development.
- ❖ Prepares and maintains fixed asset registers and inventories for all departments.
- ❖ Coordinate renewal of property, liability, and workers compensation insurance and review with City Administrator/Clerk.
- ❖ Preparation of City Council meeting minutes, assist in creation of agendas and council packets.
- ❖ Serves as a recording secretary of the city council, keeping minutes, book noting all proceedings of the Council. Post and publishing notices, resolutions, ordinances, etc. as may be required by federal, state, or local laws.
- ❖ Attend council meetings only when required.
- ❖ Reconciles city checking accounts. Assisting in deposits and transferring money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced.
- ❖ Responsible for certifying special assessments, special charges and tax levies to the county auditor.
- ❖ Responsible for creating assessment rolls and monitors status of deferred assessments, calculates special assessments and conducts assessment searches.
- ❖ Administering local elections in accordance with state and county requirements as the Head Election Judge for the City.
- ❖ Prepares a variety of reports and files with appropriate state, federal and county offices.
- ❖ Quarterly reporting where required and assisting in filling out necessary forms for other governmental units.
- ❖ Assists in the maintenance of all personnel files and human resources tasks, updating insurance information and yearly renewals, updating employee manual, assisting in annual employee reviews, updating job descriptions, posting positions, creating new employee packets and any other task related to human resources.
- ❖ Monitoring use of employee's payroll requests for ESST sick, personal and vacation time.
- ❖ Assists in building permit applications and prepares the appropriate reporting forms.
- ❖ Assist in day to day to office activities, dog licenses, building permits, utility billing receipts, etc.
- ❖ Schedules for meeting reservations of city owned property such as park shelters, council chambers, meeting rooms, etc.
- ❖ Assist in the preparation of agendas and packets for monthly Planning & Zoning meetings and prepare and assist in meeting minutes.
- ❖ Process Zoning Applications and Prepare Public Notices
- ❖ Variance and Conditional Use forms to County after passed by City Council.
- ❖ Prepares and submits grant applications, as directed by the City Administrator/Clerk.
- ❖ Maintains a system of filing and storage for city documents and records to ensure records are retained and destroyed in accordance with state guidelines.
- ❖ Act as the assistant to the City Administrator-Clerk and may upon council approval, carry out the duties of the City Administrator-Clerk in his/her absence.
- ❖ Anything else assigned by the City Administrator

ADDITIONAL FUNCTIONS OF THE JOB:

- ❖ Performs other related functions as assigned or apparent.

Required Knowledge and Abilities

- ❖ Working knowledge of government accounting standards, open meeting law and data practices act.
- ❖ General knowledge of city policies and ordinances.
- ❖ Thorough knowledge of state statutes as applicable to city operations and under the laws of the State of Minnesota.
- ❖ Knowledge of election procedures and requirements.
- ❖ Working knowledge of statutory City Clerk duties and requirements and have strong organizational and interpersonal skills.
- ❖ Working knowledge of city services, operations and procedures.
- ❖ Considerable skill in word processing, excel, filing, preparing agendas and in general receptionist work.
- ❖ Considerable ability to research records and review applications and documents to determine whether requirements are met.
- ❖ Skilled in setting priorities which accurately reflect the relative importance of the job by prioritizing work tasks, multi-tasking and problem solving.
- ❖ Extensive knowledge to perform accounting standards, mathematical calculations, procedures, principles and to maintain those records accurately.
- ❖ Ability to communicate well, both orally and written.
- ❖ Considerable ability to research and analyze data, determine alternatives and make recommendations.
- ❖ Ability to apply professional principles and judgement within overall organization goals established by senior management.
- ❖ The ability to de-escalate situations with the occasionally upset citizen and effectively communicate and cooperate with citizens; and represent the city in a positive and professional manner.
- ❖ Considerable knowledge of English, spelling, arithmetic and vocabulary.
- ❖ Considerable ability to establish and maintain effective working relationships with other employees and the general public and to deal with public relation problems courteously and tactfully.
- ❖ Proficient in the use of modern office practices and equipment and the ability to enter data into a computer with accuracy. including but limited to computers, copiers, calculators and typewriters.
- ❖ Ability to maintain confidentiality of communications, documents, and other matters.
- ❖ Ability to maintain effective working relationships with a wide variety of internal and external contacts to achieve organizational objective in matters requiring cooperation, explanation and persuasion.
- ❖ Ability to apply considerable analytical ability and a working ability to make decisions to select, evaluate and interpret data from several sources; interpretation of guidelines, policies and procedures is required.
- ❖ Ability to self-supervise and to prioritize work and solve problems.

Computer Skills:

- ❖ Proficient in the use of computer operations and applicable software programs.

Mathematical Skills:

- ❖ Skilled in performing mathematical calculations specific to job duties.

Language Skills:

- ❖ Excellent communication skills.
- ❖ Ability to communicate effectively with other employees, city officials, and the general public.
- ❖ Ability to make presentations if needed before the City Council and other city boards.

Qualifications

MINIMUM QUALIFICATIONS:

- ❖ An Associate's Degree in Accounting and or Finance and two years of general ledger accounting or bookkeeping experience or related field and two to five years of experience in position(s) of similar complexity. An equivalent combination of education and experience may be considered.

PREFERRED QUALIFICATIONS:

- ❖ A Bachelor's Degree in Accounting and or Finance and two years of general ledger accounting or bookkeeping experience. A desired qualification includes certification as a Municipal Clerk and previous experience as a Municipal Clerk. Training in Public Accounting is desired.

CONDITIONS OF EMPLOYMENT:

- ❖ Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- ❖ Must comply with organizational and departmental policies.

Physical Requirements/Work Environment

- ❖ The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
 - While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools or controls; and reach with hands and arms.
 - Ability to use large motor skills which include standing, walking, opening doors and cabinets.
 - Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
 - Physical strength to lift/carry/move moderately heavy record boxes and supplies related to City Hall for operations and record keeping and occasionally lift and/or move up to 20 pounds.
 - Ability to bend, twist and stretch in an office environment.
 - Ability to perform repetitive physical activities such as computer data entry and 10-key calculations.
 - Ability to interact with a computer (monitor, keyboard and other input and output devices) for extended periods of time.
 - Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.
 - The ability to focus as it relates to tasks such as reading, processing, paperwork, computer work, interaction with the public at the front counter and in an office setting.
 - Requires regular exposure to indoor office conditions.
 - The noise level in the work environment is usually mild to moderate.

WORK SCHEDULE:

The typical work hours for the position are 7:00 a.m.- 4:00 p.m., Monday-Thursday and Friday 7:00 a.m. - 1:00 p.m.

The duties listed above are intended only as illustrations of the various types of work that may be performed and are not necessarily all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Non-Discrimination Statement

The City of Long Prairie will not discriminate against any employee or applicant for employment because of any legally protected class or status.