



## STAFF REPORT

DATE: August 2, 2023

### **CONSENT**

**AGENDA ITEM:** Approve Job Description and Authorize Advertising for Finance Coordinator

**SUBMITTED BY:** Karissa Goers, Administrative Services Director

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#### **BACKGROUND:**

A full-time Finance Coordinator was approved to be added in the 2023 budget. The desire was to fill this position once the Finance Director had started and had been working a few months to see what the needs of the department were. The Finance Director is ready to post and hire for this position.

#### **ISSUE BEFORE COUNCIL:**

Should the Council approve the new job description and authorize advertising for the Finance Coordinator position?

#### **PROPOSAL DETAILS/ANALYSIS:**

Included in your packet is a job description and job posting for a Finance Coordinator.

The Finance Coordinator performs intermediate professional and administrative work in planning, organizing, and directing the financial activities of the City. May serve as Finance Director during Finance Director's absence. Work is performed under limited supervision.

#### **FISCAL IMPACT:**

This position has been included in the 2023 budget.

#### **OPTIONS:**

- 1) Approve the job description as presented and authorize issuing the posting for Finance Coordinator.
- 2) Amend and then approve one or both the job description or posting for Finance Coordinator.
- 3) Do not update job description and/or advertise for Finance Coordinator.

#### **RECOMMENDATION:**

*Motion to approve the Finance Coordinator job description and authorize advertising the position.*

#### **ATTACHMENTS:**

- Finance Coordinator Job description
- Finance Coordinator Job Posting



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

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Accepting Applications for the Position of:  
**FINANCE COORDINATOR**

**SALARY:** \$34.35 - \$39.82/Hour DOQ  
**OPENING DATE:** 08/4/2023  
**CLOSING DATE:** Open until filled, with first review of applications on 8/18/2023

**POSITION TITLE:** Finance Coordinator  
**DEPARTMENT:** Finance  
**ACCOUNTABLE TO:** Finance Director  
**FLSA STATUS:** Exempt, full-time regular position.  
**SCHEDULE:** 40 hours per week

**SUPERVISORY DUTIES:** This position provides general and technical, daily supervision of teams and projects as assigned by the Finance Director. This position assumes the supervisory roles of the Finance Director in their absence.

**Position Details:** Performs intermediate professional and administrative work in planning, organizing, and directing the financial activities of the City. May serve as Finance Director during Finance Director's absence. Work is performed under limited supervision.

**Essential Duties and Responsibilities:**

**Financial Operations:**

- Planning, organizing, and coordinating financial programs, systems, and services; coordinating work with other departments and Finance Director; maintaining records and files; preparing reports.
- Provides assistance with planning and organizing activities of the Finance Department, including accounting, utility billing, collections, purchasing, fixed assets, budget, investments, accounts payable, and other services.
- Assists with the preparation of the annual budget (operating and capital) and Annual Comprehensive Financial Report.
- Assists with maintenance of all financial and accounting systems.
- Supports management of investment program.
- Assists with monitoring and reconciling budget expenditures.

- Maintains cash flow ledger spreadsheet by ensuring all deposits, disbursements, bank adjustments, and other entries are reflected and verifying all necessary batches are posted in the financial software.
- Reconciles bank statements for City involving verifying and ensuring data on bank statement, cash flow ledger and computerized cash trial balance are in balance.
- Coordinates month-end closing activities and verifies account balances for general ledger.
- Assists Finance Director with the development and implementation of financial policies and systems.
- Assists in researching and implementation of GAAP and GASB standards.
- May assist with the development and preparation of monthly, quarterly, and annual financial statements.
- Coordinates implementation and tracking of special assessments including reporting and reconciling to Washington County records.
- Review and verify a variety of documents and forms for the Finance Department including invoices, authorizations, and vendor data; review and approve selected accounting entries and transactions; prepare correcting or adjusting entries as necessary; ensures accounts meet proper accounting standards.
- Assist with the annual independent audit including selections, confirmations, schedules, and audit adjustments; assist audit staff as necessary; assist in preparing City's formal response to audit recommendations; develop and monitor internal control procedures for the Finance Department resulting from independent auditor's recommendations and self-assessment.
- Participate in the preparation of difficult and complex financial and administrative reports; prepare and analyze financial reports and records to determine trends or irregularities.
- Assists with preparation and filing of various state and county reporting requirements.
- Assists other departments with the development and implementation of financial systems.
- Performs analytical review procedures and creates and updates financial documents as appropriate.
- Prepares revenue projections, capital and financing schedules, and cost estimates.
- Assists external auditors with annual audit.

#### **Supervisory Duties:**

- Plan and direct the work of assigned department staff; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Assists the Finance Director in evaluation and recommending hiring, promoting, and disciplining Finance Department staff.

#### **Competencies Common to All City Positions:**

- Develop and maintain a thorough working knowledge of and comply with all departmental and applicable City policies and procedures.

- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Lake Elmo in a professional manner to the public, outside contacts and constituencies.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

#### **Position Requirements:**

##### ***Knowledge, Skills and Abilities:***

- Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures.
- Comprehensive knowledge of the principles and practices of accounting and budgeting in government.
- Considerable ability to analyze cash flow trends and manage cash flow balances.
- Considerable ability to accurately identify errors and discrepancies, determine their cause and make appropriate adjustments.
- Considerable knowledge of computer applications, including creation and use of spreadsheet and database management software using specialized financial software and standard office software.
- Working knowledge of utility billing practices and procedures.
- Considerable ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports.
- Considerable ability to plan, organize, direct, and evaluate work of subordinate employees; ability to establish and maintain effective working relationships with governmental officials and associates; ability to formulate long-range fiscal planning.

***Physical Requirements and Working Conditions:*** Most work is performed in an office setting.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

*\*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Minimum Qualifications:**

**Education:** Bachelor's degree with major course work in accounting, economics, or public administration.

**Requirements:**

- Considerable experience in public finance administration.
- Must possess a Valid Driver's License

**Preferred Qualifications:**

- Master's degree in accounting, economics, or public administration
- Certified Public Accountant
- Certified Public Finance Officer

**CLOSING DATE: Open until filled with first review of applications on 8/18/2023**

A City employment application can be found at [WWW.LAKEELMO.ORG](http://WWW.LAKEELMO.ORG)

All candidates must submit the following items for the application to be considered complete:

- City of Lake Elmo Application
- Resume

**SEND COMPLETED APPLICATION TO:**

CITY OF LAKE ELMO

ATTN: KARISSA GOERS, ADMINISTRATIVE SERVICES DIRECTOR

3880 LAVERNE AVENUE NORTH

LAKE ELMO, MN 55042

OR [kgoers@lakeelmo.org](mailto:kgoers@lakeelmo.org)

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER

# City of Lake Elmo

## Finance Coordinator

**Job Title:** Finance Coordinator

**Department:** Finance

**Status:** Full-Time Regular Position, Exempt

**Benefits:** Qualifies for Full Time Benefits

**Reporting Relationship:** Reports to Finance Director

**Supervisory Duties:** This position provides general and technical, daily supervision of teams and projects as assigned by the Finance Director. This position assumes the supervisory roles of the Finance Director in their absence.

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### **Essential Duties and Responsibilities:**

#### **Financial Operations:**

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- Provides assistance with planning and organizing activities of the Finance Department, including accounting, utility billing, collections, purchasing, fixed assets, budget, investments, accounts payable, and other services.
- Assists with the preparation of the annual budget (operating and capital) and Annual Comprehensive Financial Report.
- Assists with maintenance of all financial and accounting systems.
- Supports management of investment program.
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- Coordinates month-end closing activities and verifies account balances for general ledger.
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***Requirements:***

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**Employee Acknowledgement**

I have read and understand the job requirements, essential functions, working conditions, responsibilities, and expectations set forth in the job description provided. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Name: \_\_\_\_\_

*\*\*The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*



