

# **CITY OF GERING**

## **Job Posting Notice**

Job Title:	City Treasurer/Finance Director
Department:	Administration
Grade Level:	Grade 27
Posting Period:	April 9, 2019 (Position will remain open until filled)
Application Deadline:	4:30 p.m., Friday May 10 2019, at Gering City Administration Office, 1025 P Street Gering, NE.
Job Description:	Attached

## City Treasurer/Finance Director

City of Gering, NE: City Treasurer/Finance Director. Full service city including electric utility, city owned convention center, and golf course. Graduated from an accredited four-year college or university with a degree in accounting, finance, or business, or a closely related field; master's degree or CPA, CMA, CGFM certification preferred. Two years' experience of progressively responsible employment working with fund-accounting required. Prepares monthly and annual financial statements, arranges for annual audit, including preparing audit schedules, prepares the City's budget document, and has a strong emphasis on accounting software/computerized accounting knowledge, and developing financial plan's directly manages five utility billing & accounting staff members. Ability to carry out council policies and strategies and work with department heads and staff. A full job description and application can be obtained at the City of Gering Administration offices or on the City of Gering website. , [www.gering.org](http://www.gering.org). Return resume & references in a sealed envelope marked "City Treasure/Finance Director applicant" to Tammy Cooley, Human Resources Director, P.O. Box 687, Gering, NE 69341 by May 10, 2019. EOE

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

**Job Applications must be completed in their entirety (“see resume” is not sufficient)** as this is the tool that will be used during the initial review in order to select applicants for interview. A resume may and should be completed and submitted with the job application.

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions and other parties to verify the accuracy of the information provided in this application. You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Human Resources

## POSITION DESCRIPTION

Class Title: **Finance Director/City Treasurer**                      Grade Number: 27  
Department: Administration    Date: April, 2019  
Status: Exempt    Safety Sensitive: No

### GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative, and technical accounting and finance functions in maintaining the fiscal records and systems of the City.

### SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

### SUPERVISION EXERCISED

Exercises supervision over all finance staff, including the positions of Account Clerk, Utility Office Coordinator, Accounting Office Coordinator, and Utility Clerks.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to City Administrator; makes presentations to Administrator, City Council, committees, commissions, civic groups, and the general public.

Communicates official plans, policies, and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains regular attendance on the job.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Serves as chief financial advisor to the City Administrator.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of revenues, fees, and other receipts in accordance with laws and regulations.

Maintains financial records.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.

Prepares financial reports, including many on a monthly basis.

Prepares a monthly financial statement for City Council review on the fourth Monday of each month.

Oversees the central computerized financial and management information system of the City.

In conjunction with other staff, prepares the City's budget document and the necessary forms for filing with the State Auditor and the County Clerk. Supervises budget preparation and execution.

Oversees the preparation of audit work papers, arranges for annual audit, including preparing audit schedules, and answering auditor inquiries; supervises the annual audit of all municipal funds and account groups,

Oversees the work on various tax increment financing projects (T.I.F.); various grant programs and other projects.

Coordinates the issuance of general obligation and utility revenue bonds; administers debt service payments and required billings. Acts as Bond Compliance Officer for City of Gering bond issuance and administration.

Oversees the posting and reconciliation of ledgers and accounts.

Directs the preparation of state and Federal reports, including tax reports.

Trains and develops financial staff.

Oversees payroll and accounts payable processing.

Oversees utility and other billings.

Oversees the investment of City funds.

Oversees the LB840 Committee.

Oversees the Economic Development Oversight Committee.

## **PERIPHERAL DUTIES**

Develops finance-related ordinances and resolutions.

Represents the City at various conferences and meetings.

Perform general management duties for the City Administrator as assigned.

Performs cost-of-service studies for utility rate considerations.

## **REQUIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from an accredited four-year college or university with a degree in accounting, finance, or business, or a closely related field; Master's degree or CPA, CMA, CGFM certification preferred.
- (B) Two (2) years of progressively responsible employment working with fund-accounting.

## **DESIRED MINIMUM QUALIFICATIONS**

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

- (A) Considerable knowledge of modern governmental accounting theory, principles, and practices.
- (B) Considerable knowledge of internal control procedures and management information systems.
- (C) Considerable knowledge of office automation and computerized financial applications.
- (D) Considerable knowledge of public finances and fiscal planning.
- (E) Considerable knowledge of payroll and accounts payable functions.
- (F) Working knowledge of budgetary, accounting and reporting systems, GAAFR, GAAP, and GASB.

- (G) Skill in operating the listed tools and equipment.
- (H) Ability to prepare and analyze complex financial reports.
- (I) Ability to maintain efficient and effective financial systems and procedures.
- (J) Ability to effectively supervise staff.
- (K) Ability to establish and maintain effective working relationships with employees and city officials.
- (L) Ability to communicate effectively orally and in writing.

### **SPECIAL REQUIREMENTS:**

- (A) Valid State Driver's License or the ability to obtain one within three months.
- (B) Must be bondable.

### **TOOLS AND EQUIPMENT USED**

Personal computer including word processing and spreadsheet software; mainframe computer system; 10-key calculator; phone; copy machine; fax machine.

### **PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.





# CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

Street Address (physical and mailing) \_\_\_\_\_ Home Telephone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cellular Telephone: \_\_\_\_\_

Have you ever applied for employment with us? \_\_\_\_\_ Date Available to Begin Work: \_\_\_\_\_

No  Yes If yes, date: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Pay Expected: \_\_\_\_\_

Apart from absence for religious observance, what hours are you available?

- Full-Time  Seasonal  
 Part-Time  Overtime (if requested)

Are you legally eligible for employment in the United States? Yes  No

Have you ever been bonded?  No  Yes

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court?  No  Yes

If yes, please describe in full: \_\_\_\_\_

Membership in professional and civic organizations (Exclude those that may disclose your race, color, religion, age, or national origin).  
 Other special training or skills (languages., machine operations, etc.), special accomplishments or awards

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/Technical						
College						
Graduate						

**MILITARY** Did you serve in the U.S. Armed Forces?  Yes  No If "Yes", in what Branch? \_\_\_\_\_

Describe any training received relevant to the position for which you are applying:

References we may contact:

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_

Name \_\_\_\_\_ Years known \_\_\_\_\_ Telephone \_\_\_\_\_ Business \_\_\_\_\_

**EMPLOYMENT** Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

Company Name _____	Telephone: _____
Address _____	Starting Pay: _____
Supervisor's Name _____	Ending Pay: _____
Job Title: _____	Employment Dates:
Describe Your Work: _____	From: _____
	To: _____
Reason for Leaving: _____	

We may contact the employers listed above unless you indicate those you do not want us to contact.

Do Not Contact: Employer: \_\_\_\_\_  
Reason: \_\_\_\_\_

Please read and understand this statement before signing your application:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

\_\_\_\_\_  
Signature Date

Please return to City of Gering Administration Offices, 1025 P Street, Gering, NE 69341

Fax: 308-436-6899