



CITY OF HICKMAN, NEBRASKA  
JOB DESCRIPTION

115 Locust Street / P.O. Box 127  
Hickman, Ne 68372-0127  
Phone: 402.792.2212  
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**Job Title:** Finance Director/Treasurer  
**Department:** Administration  
**Reports To:** City Administrator, Mayor and City Council  
**FLSA Status:** Non-Exempt, Non-Volunteer, Full Time  
**Date:** November 2021

**Job Summary**

Finance Director/Treasurer will oversee the financial operations and reporting of the City through efficient performance of administrative functions requiring a high level of confidentiality, sound judgment and skilled business practices. Plans and directs accounting activities by performing the following duties of directing the city's financial planning and accounting practices as well as it's relationship with lending institutions, and the financial community. Assumes all responsibilities and duties as prescribed by State Statutes, the City Council, and the City Administrator, or as conditions dictate.

**Knowledge, Abilities and Skills**

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- General record keeping and principles utilized in governmental accounting, business or finance administration, accounts payable, accounts receivable, general ledger functions, budgeting, payroll procedures, employee benefit coordination, insurance practices, investment policies and the administration of grants.
- Routine office procedures, standard clerical techniques.
- Input and retrieval functions utilizing a variety of computer software programs as well as utilizing word processing, spreadsheets and databases.
- Record keeping, bookkeeping and handling money.

Ability to:

- Communicate effectively both verbally and in writing and utilize proper telephone etiquette.
- Utilize the English language, proper grammar, spelling and punctuation.
- Provide the general public, professional staff, governmental agencies and City Officials a high level of friendly, comprehensive, accurate and efficient customer service for requests and inquiries while maintaining a positive and effective working relationship.
- Plan and organize a personal work schedule, set priorities, and perform job duties efficiently while managing frequent interruptions.
- Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

*Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

- Pursues training and development opportunities to achieve state statute requirements of a municipal treasurer; strives to continuously build knowledge and skills; shares expertise with others.
- Maintain the confidentiality of appropriate communications, documents, transactions and critical information.
- Utilize a variety of computer programs and applications, software, word processing and spreadsheets necessary to perform the functions of the job.
- Perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.

Skill in:

- Problem solving and critical thinking to conduct fact-finding projects.
- Utilizing computers and various software applications (Microsoft Office, Utility Billing Software-Power Manager, and Accounting Software-QuickBooks).
- Verbal and written communication with ability to communicate effectively while maintaining tact and professionalism.
- Establishing and maintaining effective working relationships with the public, other employees, other governmental agencies, and municipal officials.

### **Education and Experience**

1. Bachelor's degree from four-year college or university; Associates degree in accounting with one to two years related experience; or equivalent combination of education and experience with minimum of at least two years of proven equivalent experience.
2. Prefer municipal/governmental agency experience; prefer experience and/or training in governmental accounting.
3. Must be willing to obtain further education, training, and certifications as deemed appropriate by the employer.
4. Valid driver's license.

### **Essential Job Functions**

#### Finance Director/Treasurer:

- Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.
- Preparation of various financial statements and reports.
- Installation and maintenance of accounting records to show receipts and expenditures.
- Maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, operating expenses, and insurance records.
- Directs and participates in cost analyses and rate studies.
- Prepares monthly and annual statements and reports of costs and revenues.
- Directs internal audits involving review of accounting and administrative controls.
- Establishes system controls for new financial systems and develops procedures to improve existing systems.
- Coordinates preparation of external audit materials and external financial reporting.
- Reviews financial statements with City Administrator.
- Tracks and reports on all city sales tax and keno revenues regarding use of the funds as specified in the ballot language.
- Specific tasks may include: supervision the annual audit of all municipal funds and account groups, developing/maintaining a cash management program, reconciling all bank accounts, reviewing expenses, preparing information for the annual audit, preparing monthly, quarterly, annual or special requested financial statements and various reports, investing funds, attending various financial conferences.

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- Responsible for Grant Administration: includes working with all grants applied for and received by the City, insuring reports are filed in a timely manner, and compliance with grant guidelines.
- Operates standard office equipment in the performance of job duties, i.e. fax machine, copier, personal computer, calculator, folding machine, postage machine, etc.

**Payroll & Employee Benefits:**

- Processing and maintenance of the City's timekeeping and payroll system. Prepares and submits all payrolls, monthly, quarterly and annual tax reports and prepares employee W-2's.
- Facilitation of Employee Handbook and implementation of all applicable employee benefits.

**Budget:**

- Preparation and coordination of the budget process; coordinating budgetary expenses with all departments and annual budget statement with the City Administrator for presentation to the City Council. Work with the City Administrator on the creation and maintenance of budget projections, capital projects budgets, payroll budgets and other special budget requests.
- Facilitation, planning, and implementation of Capital Improvement Plan with committee members.

**Community Development Agency (CRA):**

- Manages the CRA and ensures all necessary applications, processes and accounting functions are performed for the agency.
- Facilitate, process and reporting all Tax Increment Finance (TIF) funding activities.

**Wages, Hours and Benefits:**

Full Time Employment, 40 hours per week, Monday through Friday, 8:00 am to 5:00 pm. Insurance and retirement package available. Paid Holiday, Vacation, and Sick time off. Wage \$30.00 to \$42.00 per hour (per ORD2021-18).

**Physical Requirements**

Seeing and hearing: read documents, computer screen, answer phones, communicate in person	up to 75-100% per day
Standing and walking	up to 0-24% per day
Sitting	up to 50-74% per day
Climbing, stooping, squatting and kneeling	up to 0-24% per day
Dexterity: utilizing phone, typing, and writing	up to 75-100% per day
Lift in excess of 10 pounds	up to 0-24% per day

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