

Department: Administration

Position Title: Finance Clerk

Position: Open Until Filled

Annual Salary: \$40,000 - \$55,000

Position Summary

The Finance Clerk for the Town of Huachuca City is responsible for the overall financial management and financial health of the Town. This individual will take on various administrative tasks and in the course of their duties will be expected to maintain adequate records pertaining to the Town's finances. Core duties may include but are not limited to: managing accounts payable and receivable, employee payroll, budget development, tax liabilities and annual financial audits. The Finance Clerk may also be expected to develop key budgetary processes, define policies and provide training to staff as needed. Ultimately, the finance clerk will assist the Town Manager and advise the Town Council on financial planning and strategy.

Key Tasks Include

- Managing Accounts Payable, Accounts Receivable, Employee Payroll, Tax Liabilities and Purchase Orders
- Plans and evaluates policies, programs and operations related to the financial and budgetary activities of the Town; making recommendations to the Town Manager or Town Council for consideration and implementation as needed.
- Prepares financial statements and payment approval reports at regular intervals.
- Ensures retention of the town's financial records and audits as required by Federal and State law
- Assists with the preparation of the annual budget and serves as the primary town representative during annual financial audits.
- Ensure all documents are properly signed and distributed
- Verify financial and other data (e.g. tax identification numbers)
- Monitor financial transactions
- Enter data and maintain updated records
- Assist with account reconciliations
- Communicate with vendors, customers and colleagues
- Report the status of accounts and discrepancies

Requirements

- A bachelor's degree or higher from an accredited institution in the field of Accounting, Finance or Public Administration. Comparable experience may be considered in the absence of a degree.

- Minimum of 5 years' experience related to budgetary/finance operations. Direct/local government experience is preferred, but not required.
- Is thorough when performing work and conscientious about attending to detail.
- Works with clients and customers (that is, any individuals who use or receive the services of the town, including individuals who work for the town, other towns or agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.
- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
- Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.
- Familiarity with the Microsoft Office Suite of applications
- Familiarity with Caselle government accounting software

COMPENSATION AND BENEFITS: Annual Salary: \$40,000 to \$55,000 depending on qualifications, education, and experience. Life Insurance, Medical insurance, Dental Insurance, and Vision Insurance, and Pension available, but not through the Arizona State Retirement System.

EQUAL OPPORTUNITY EMPLOYER: The Town of Huachuca City respects, values and welcomes diversity in our workforce. It is the policy of the Town of Huachuca City to provide equal employment opportunity to all employees and applicants for employment. That policy is one of nondiscrimination on the basis of race, sex, sexual orientation, national origin, religion, color, age and/or disability. This policy is to be followed in respect to all conditions of employment, including but not limited to recruitment, selection, promotion, placement, training, transfers, discipline, compensation, employee benefits, layoffs and terminations.

AMERICANS WITH DISABILITIES ACT: Applicants for employment with the Town of Huachuca City shall be able to perform the essential functions for the position they seek, with or without a reasonable accommodation for a qualified disability, consistent with the Americans with Disabilities Act. A qualified, disabled individual who, with or without reasonable accommodation, is capable of performing the essential functions for the particular job in question and meets the other requirements of the job and performance requirements, will be given equal consideration in all aspects of employment, including hiring, promotion, and salary.

The Town is committed to providing reasonable accommodations to allow disabled employees to perform their essential job functions. If you have a disability and require an accommodation in order to perform your job's essential functions, please alert the human resources department.