

Position Announcement

City of North Bonneville Chief Administrative Officer

Salary Range: \$4,150 - \$4,825 per month

Please send cover letter and resume to

info@northbonneville.net no later than November 18th, 2020

Position Overview

This full-time and exempt employee is appointed by the Mayor, works closely with and for the Mayor, and serves as a member of the City's Executive Team. The Chief Administrative Officer acts as the custodian of all of the City's records and files, functions as an ex-officio clerk to the city council, and processes the timeliness of council proceedings. In addition, the Chief Administrative Officer is responsible for oversight of all administrative and technical staff, oversees the accounting services for the City including payroll, accounts receivables and payables, oversees the general budget, and oversees the overall financial operations. Duties performed within this classification must be accomplished within the framework of governing state, local, and federal laws, and the operating policies and procedures established by City Council.

The following list of duties is representative of only some of the types of duties and tasks routinely assigned to the Chief Administrative Officer position. The list is not all inclusive. A sample of the essential functions that are assigned to this position include:

- Collects, safeguards, and disburses all City funds by planning and directing the operation and activities of the finance/office staff and assisting employees in such daily work as the accounts payable entries and journaling;
- Supervises the billing and collection of water and sewer service charges, special assessments charges and miscellaneous accounting charges, including making bank deposits and proper entries into accounting journals and ledgers;
- Oversees and manages the accounting control of data processing activities including assessing programming needs;
- Prepares, maintains and processes the City's payroll functions, including payment of appropriate payroll and other taxes;
- Acts as the City's purchasing agent and auditing officer for the City. Verifies the availability of funds and appropriateness of expenditures;
- Prepares periodic financial statements for the Mayor and City Council as needed or requested or as provided by the laws of the City and the State;

- Maintains current knowledge of City ordinances and resolutions pertaining to all fees and charges and any other fiscal related matters;
- Works with the Mayor on the preparation of the annual budget document, which may include estimating revenues based on records and formulas and estimating expenditures based on historical data and future service needs of the City;
- Works with the Mayor on the preparation of documents, reimbursement requests and completion of general programming requirements for outside funding source revenues;
- Maintains personnel files of the City employees, supports labor contract negotiations and acts as the confidential secretary;
- Manages and develops finance/office staff and ensures that the staff works together harmoniously in providing professional services to the City's citizens;
- Develops and maintains customer service standards, responds to customer complaints, and ensures all administrative staff consistently provide exceptional customer service;
- Works collaboratively with a very diverse population;
- Works under pressure, responds to and manages multiple and sometimes conflicting priorities;
- Develops sound work practices in regard to scheduling, budgeting, and plans own work schedule and those of subordinates in order to meet work flow demands in a timely and efficient manner.

Minimum Qualifications

Completion of a 4-year accredited college or university with course work in accounting or business, or three (3) years of increasingly responsible experience functioning in a primary role in managing a financial operation within a governmental entity or mid-size business or equivalent of education and experience.

- Knowledge of GAAP and BARS systems, financial reporting and municipal finance/record keeping administration is highly desirable.
- Possess good communication and interpersonal skills both orally and in writing and have the ability to follow and understand written and oral instruction and communicate using business English.
- Analyze and understand technical information, reports, and policies and procedures.
- Ability to work under pressure and handle difficult customers professionally.
- Comfortable using Microsoft software and sitting for long periods of time and occasionally lifting products weighing 40-50 pounds.