

City of Peru

Job Description

Job Title: Finance Officer

Department: Finance Department

FLSA Status: Exempt, Salary, Non-Union

Reports to: The Mayor

JOB SUMMARY: Responsible for directing the financial operations of the City. Plan, develop, organize, implement, direct and evaluate the City's financial operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversees the accounting department including accounts payable, accounts receivable, capital projects, economic development incentives, and payroll processing.
- Responsible for the direct supervision of the accounting employees.
- Responsible for financial statement preparation, review of the general ledger, balance sheet, and cash balances.
- Prepares annual budget, projected cash flow, and appropriation of annual expenditures.
- Reviews, recommends, and implements city-wide internal controls over financial processes.
- Prepares and presents the annual property tax levy to the City Council.
- Evaluates the financial needs of the City and develops short and long term plans to meet those needs and ensure compliance with applicable laws and regulations.
- Continual evaluation of the budgeting process through education of department managers on financial issues impacting department budgets.
- Maintain an up-to-date cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.
- Develop, implement, and enforce policies and procedures of the City that will improve the overall operation and effectiveness of the financial operations of the City.
- Provide strategic financial input and leadership on decision making issues affecting the City.
- Attends City Council and various committee meetings in order to provide financial input.
- Demonstrate effective analytical and communication skills by preparing complete and accurate records, reports and presentations, both oral and written.

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- Coordinates with the Office of the Peru City Clerk on matters pertaining to utility billing and other City Clerk related financial operations.
- Responsible for Grant Accountability and Transparency Act (GATA) compliance requirements.
- Responsible for Electronic Municipal Market Access (EMMA) reporting on all General Obligation debt.
- Serve as the Treasurer for Illinois Regional Dispatch. Responsible for monthly reporting, payroll, and cash flow processes.
- Responsible for compliance reporting with Moody's Investment Services and other credit rating agencies.
- Oversee the audit processes for the city, police pension, firefighters' pension, and Illinois Valley Regional Dispatch.
- Assists economic development director with needed financial reports and analysis.
- Responsible for maintaining confidential sales tax records and executing sales tax rebates in accordance with the respective agreements.
- Oversees grant coordination and internal controls over reporting compliance.

REQUIRED QUALIFICATIONS & SKILLS

- Bachelor's degree or higher in Accounting or financial related field.
- Certification as a Certified Public Accountant preferred.
- Minimum 3 years financial management experience, government preferred
- Strong leadership skills and the ability to direct and supervise department personnel.
- Strong communications skills, both oral and written.
- Able to work cooperatively with City Council, City Clerk, department heads, private firms and the general public.
- Able to produce written documents that are clear, concise and grammatically correct.
- Ability to prioritize and organize.

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The essential duties and responsibilities reflect the general details necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements inherent in the job. Other work will be assigned to utilize scheduled time fully or to meet exceptional conditions.