

CITY OF LAKE NORDEN

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FINANCE OFFICER

JOB DESCRIPTION

January 2015

Following are the general job duties of the City of Lake Norden Finance Officer:

The major responsibility of the appointed finance officer is to supervise the accounting system of the City of Lake Norden as established by South Dakota law. The authority for the keeping of the books of the municipality is established in SDCL 9-14-17. SDCL 9-14-18 defines and prescribes, in general, the manner in which the accounting records must be kept. Statute requires that the records must show all indebtedness of the municipality, and at all times show the financial condition of the municipality.

Prepare and distribute the agenda.

Prepare and distribute monthly financial reports to all Lake Norden City Council members showing fund and budget balances, or any report deemed necessary by the Lake Norden City Council, financial institutions affiliated with the City of Lake Norden, or government agencies.

Attend all Lake Norden City Council meetings as required by SDCL 9-14-17.

Draw and countersign all warrants, bonds and other evidences of indebtedness. These documents must show the amount paid, to whom it was paid, and for what purpose.

Prepare and submit payroll for all city employees and all reports associated with payroll, as required by law.

Collect, prepare, and mail utility billings for all users of city water, sewer and/or garbage service.

Collect and deposit all receipts for the City of Lake Norden.

Prepare and submit the Annual Report for the City of Lake Norden to appropriate agencies, the Lake Norden City Council and the City of Lake Norden's official newspaper.

Prepare the Annual Budget for the City of Lake Norden. The Finance Officer must also submit and publish the Annual Budget to the appropriate agencies, the Lake Norden City Council and the official newspaper as required by South Dakota Law.

Responsible for the corporate seal of the City of Lake Norden, all papers and records, and must record the proceedings of the governing body. Also, responsible for submission of notices, minutes, proceedings or publications to the official newspaper

Act as the Administrative Official for the zoning laws governing the City of Lake Norden as established by city ordinance in May of 2002 and any amendments adopted thereafter.

Act as the clerk of the equalization board. The local board of equalization meets on the third Monday of March to hear appeals to property assessments within the municipality and is composed of the municipal governing board, the municipal finance officer and a school board member. The municipal finance officer is not a voting member of the board.

Coordinate and implement all aspects of the City of Lake Norden's municipal election process according to Title 12 of South Dakota Codified Laws. Specifically, provisions dealing with municipal elections as found in SDCL 9-13.

Coordinate and schedule events at the Lake Norden Firehall. The Finance Officer is also responsible to keep the meeting area of the Firehall clean after usage, if the users do not clean.

Coordinate and schedule events at the Don Christman Toy Museum. The Finance Officer is also responsible to keep the City Office/Museum clean.

Coordinate and schedule events at the Lake Norden Community Center.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

*Based on approximately 135 hours per month
Finance Office Hours are 9:00 AM until 2:00 PM*