

Financial and Office Administrator
Newport City, Vermont - Job Posting 1/2/2024
(This is an interim position that may lead to a possible permanent position.)

Department: Administrative
Status: Full-Time
Pay Classification: Salary
FLSA Designation: Non-Exempt

Position Purpose:

The purpose of this position is to perform complex administrative and technical work to ensure the proper recording and maintenance of financial records, prepare financial payments for approval, recommend controls on expenditures of all City funds, and perform internal audits of financial records and transactions as requested by the City Council, complete other related work as assigned. The position requires knowledge of fund accounting as well as independent judgment and decision-making skills. This position provides key support to Department Heads as well as chairs of City Commissions, and includes frequent interaction with members of the public and outside agencies, providing a first point of contact for inquiries by the public by phone and in person. The position is accountable to the Mayor and Council.

Duties and Responsibilities - Essential Functions:

(The essential functions or duties and responsibilities listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Conduct internal audits and supervise the preparation of the monthly statements of accounts showing the status of appropriations, expenditures, and remaining balances, including the creation of monthly financial projections to support the Council in ensuring that income and expenses are in line with budget projections.
- Maintain a General Ledger and journal for the recording of all transactions.
- Advise boards/commissions/committees and all City departments regarding municipal finance laws and budgetary control.
- Supervise the control of expenditures requiring the examination of vouchers, bills, and payrolls contained on individual departmental schedules. Work with the Treasurer to draw warrants on the Treasury for approval by the Council.
- Maintain detailed ledger records and flows of City monies for cash receipts, investments, earnings, special funds, bonds, debt services, enterprise funds, revolving funds, and trust funds.
- Ensure proper day-to-day management of all accounting records of the City. Compile and submit year-end financial statements to City officials and the state Department of Revenue according to statutory requirements.
- Prepare necessary statistical, financial, and revenue reports as needed by other state, federal, and regional agencies.

- Work with Grants Manager to ensure that all compliance and reporting requirements for grants to the City of Newport are fulfilled to the highest possible standard.
- Prepare reports for the City Council, and other agencies as approved by the Council.
- Support the Mayor and Commission Chairs in ensuring that all meetings are properly warned to the public and records are appropriately posted for public review.
- Assist in developing departmental budgets.
- Review payroll and bill warrants from the Treasurer's Office.
- Order office supplies.
- Perform similar or related work as required, directed or as situation dictates.

Education, Training and Experience:

Bachelor's or Master's Degree Accounting or significant work experience in a related field, including Finance with CPA license. Experience in Payroll, Accounts Payable, Accounts Receivable and General Ledger as well as general office operations. Proficiency in Microsoft Excel and Word and Google Sheets and Docs. Experience with computer accounting software and networks. Experience in municipal accounting preferred

Special Requirements:

- Ability to be bonded.
- CPA License in good standing (will consider CPA-candidate)

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal accounting and financial reporting.

General Laws. Working knowledge of computer applications for accounting and financial management. Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS); ability to research and stay abreast of regulatory requirements.

Ability: Ability to analyze and interpret financial data and to organize and present data and findings clearly to the City Council. Ability to establish and maintain cooperative relationships with the City Council, elected and appointed officials and governmental representatives. Ability to communicate effectively in written and verbal form. Ability to work independently to complete work and special projects on time. Ability to operate as part of a team. Ability to establish and maintain effective working relationships with coworkers. Ability to self-direct toward improving overall functions, efficiency and effectiveness of the municipality's operations. Ability to exercise good judgment and maintain confidentiality.

Skill: Good working knowledge of computerized accounting. Office management skills. Highly developed skills in computer hardware and software utilization preferred. Experience on NEMRC preferred. Aptitude for numbers and details. Excellent organizational skills.

Cognitive and Physical Activity Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work in an office environment with moderate noise.
- Able to stand for long periods of time at the counter.
- Able to constantly operate a computer, whether standing or sitting, and other office productivity machinery, including calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Able to move about the office and City Hall.
- Able to lift/move objects weighing up to 10 pounds, open file cabinets

(This job description does not constitute an employment contract between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer as requirements of the job change.

Newport City Job Applications (<https://www.newportvermont.org/city-information/jobs>) along with a cover letter demonstrating applicant's writing ability and a complete resume showing all education and job experience should be sent by email to:

Mayor Linda Joy Sullivan: Mayor.Sullivan@newportvermont.org

Council Member Rick Ufford-Chase: Rick.UffordChase@newportvermont.org

This position is available immediately and will be filled by a qualified applicant at the earliest opportunity.

The City of Newport is an Equal Opportunity Employer. The City bases its hiring decisions exclusively on merit, qualifications and business needs. The City does not discriminate against any applicant on the basis of race, age, disability, or any other protected category unrelated to merit. The City of Newport is committed to diversity and equity in our work environment and employment practices.