



CITY OF MORIARTY

FINANCE OFFICER

Department: Clerks Office	Clerk's Office
Reports To:	City Clerk/Treasurer
Full Time- Salaried	Salary: minimum \$ 61,484
FSLA Status	Exempt Administrative

POSITION SUMMARY

Performs professional municipal finance and accounting work under the direction of the City Clerk/Treasurer. Assists with maintaining the City's financial records, budget monitoring, financial reporting, reconciliations, and compliance with applicable governmental accounting and financial requirements.

The Finance Officer exercises professional judgement in analyzing financial information, identifying material budget or accounting issues, researching discrepancies, evaluating financial procedures, and developing recommendations for consideration by the City Clerk/ Treasurer, Mayor, and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain and review general ledger activity and assist in ensuring accurate accounting records.
- Prepare and review financial reports, budget reports, revenue and expenditure reports, and other financial information requested by the City Clerk/Treasurer.
- Assist with preparation, monitoring, and amendment of the annual municipal budget.
- Perform or review bank, investment, and general ledger reconciliations.
- Monitor revenues, expenditures, fund balances, transfers, and departmental budgets for accuracy and budget compliance.
- Assist with year-end closing, audit preparation, schedules, supporting documentation, and responses to auditor requests.
- Assist with state and federal financial reporting and other required financial submissions.
- Review accounting transactions for proper coding, documentation, authorization, and compliance with City policies.
- Coordinate financial information with Accounts Payable, HR/Payroll, Procurement, department directors, and other staff.
- Maintain organized financial records in accordance with applicable retention requirements.
- Provide financial analysis and recommendations to the City Clerk/Treasurer as requested.
- Perform other related duties as assigned by the City Clerk/Treasurer.
- Analyses departmental revenues and expenditures against approved budgets, identifies significant variances or trends, and recommends appropriate follow-up or corrective measures to the City Clerk/ Treasurer.
- This position works closely with City departments and applies independent judgement with established laws, policies, budgets, accounting standards, and internal controls.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting principles and governmental or fund accounting practices.
- Ability to prepare and analyze financial reports, spreadsheets, reconciliations, and budgets.
- Strong attention to detail, organization, confidentiality, and internal controls.

- Ability to communicate professionally with staff, auditors, vendors, governmental agencies, and the public.
- Proficiency with office, spreadsheet, and financial software.

MINIMUM QUALIFICATIONS

EDUCATION: Minimum of an associate's degree in accounting, finance, business administration, public administration, or a closely related field. A Bachelors' Degree preferred.

Experience Substitution: Relevant full-time professional experience in governmental accounting, municipal finance, budgeting, financial reporting, or a closely related field may substitute for some education requirements. Qualifying experience must demonstrate progressively responsible financial or accounting duties. Experience in governmental or municipal accounting is preferred.

GENERAL REQUIREMENTS

Must be able to maintain confidentiality, exercise sound judgment, work cooperatively with elected officials, employees, vendors, agencies, and the public, and comply with City policies and applicable laws. Regular and reliable attendance is required.

PHYSICAL / WORKING CONDITIONS

Work is primarily performed in an office environment and generally requires prolonged sitting, computer, and telephone use, filing, reaching, and occasional lifting or carrying of office materials. Reasonable accommodation may be made to enable qualified individuals to perform essential job functions.

DISCLAIMER

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of every duty, responsibility, or qualification. Duties may be modified or assigned based on the operational needs of the City.