

**Town of Ethan**  
**JOB DESCRIPTION**

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**Job Title:** Finance Officer

**Reports To:** Ethan Board of Trustees

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**Objective and Scope**

Prepare all city accounting and fund management records, serve as recorder to the Town Board, act as election official for municipal elections, and coordinate intergovernmental functions.

**Specific Responsibilities**

- Attend all meetings, record minutes and have published. Prepare agendas and meeting notices prior to meetings.
- Affix corporate seal to official documents, countersign contracts and other official documents.
- Audit all claims and ascertain validity, prepare vouchers and listing for council approval; prepare, sign, and submit all warrants for approved claims.
- Prepare monthly financial statements of revenues and expenditures for presentation to Council.
- Reconcile bank statement with monthly financial statement and checkbook.
- Prepare quarterly reports to the Internal Revenue Service and Division of Unemployment Insurance; prepare W-2s and 1099s at the end of each fiscal year.
- Prepare annual reports to Legislative Audit, Rural Development, and other State and Federal agencies requesting same.
- Prepare annual budget for council approval, certify tax levy to County Auditor.
- Acts as custodian of all municipal funds, books of record, papers, ordinances, and resolutions.
- Maintain and invest city monies; receive, record, and deposit all revenues, including monthly utility fees for water, garbage, and sewer service.
- Maintain record of all expenditures.
- Compose ordinances and resolutions; administer any correspondence as directed.
- Perform other administrative functions as directed by supervisor and/or council.
- Arrange for publication of requests for bids, notices of hearings, notices pertaining to municipal elections; receive results of election, and arrange for the canvass of votes.
- Coordinate activities concerned with intergovernmental functions and procedures that pertain to federal or state grants and regulations.
- Prepare bi-monthly State Sales tax report and submit revenue.
- Prepare liquor/malt beverage license applications; publish notice of Public Hearing.

**Requirements**

- Knowledge of City ordinances, election laws, and procedures, and other relevant laws and regulations.
- Knowledge of and/or experience in (municipal) accounting and office management methods and techniques.
- Ability to work effectively with elected officials, City employees, outside agencies, and the general public.

**Certification**

I hereby certify that I have read this job description and I accept the duties and obligations associated with the position.

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Employee Signature

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Date