



### DEPUTY FINANCE OFFICER

The Town of Oacoma is accepting applications for a Deputy Finance Officer. This position will assist the Finance Officer in a trainee role to become eligible for future appointment by the Oacoma Town Board to the Finance Officer position. Among other duties, this position will assist the Finance Officer in overseeing the Town's accounting and administrative functions including utility billing, budgets, receipts, disbursements, investments, banking, payroll, auditing, internal controls, ordinances, contracts, licenses/permits, insurance, inventories, property management, zoning, elections, human resources, state and federal compliance reporting, and record keeping. Attendance at all meetings of the governing body, other boards and committees is required. Upon successful completion of the training period, a satisfactory job performance review, and/or retirement of the incumbent Finance Officer, the Deputy Finance Officer will become eligible for appointment to the position of Finance Officer. The trainee position requires a bondable employee with experience in accounting, business administration, or municipal finance; a minimum of two (2) years of experience in office or administrative work; or any such combination of education, experience, and training as may be acceptable to the hiring authority. Experience with QuickBooks and Microsoft applications is highly desirable. The starting wage for this position is dependent upon qualifications and experience but will not be less than \$20.00 per hour. The Town of Oacoma offers an excellent benefit package including employee health insurance, retirement plan, and paid vacation, sick leave, and holidays. Employment application forms are available at the Oacoma Finance Office, 100 E 3<sup>rd</sup> Street, P O Box 129, Oacoma, SD 57365 or at [www.oacomasd.com](http://www.oacomasd.com) under Government. Application forms may be requested by phone at (605) 734-4455 or by email at [oacomasd@midstatesd.net](mailto:oacomasd@midstatesd.net). The position of Deputy Finance Officer is open until filled.

*(Oacoma Finance Officer job description follows on next page.)*

**Town of Oacoma**  
**Job Description**

**Job Title:** Finance Officer  
**Department:** Administration  
**Reports to:** Town Board of Trustees

**GENERAL STATEMENT OF DUTIES:**

Under the direct supervision of the Town Board of Trustees, the Finance Officer is appointed by the Town Board of Trustees and manages all municipal records, documents, finances, and administrative activities. This individual performs professional work for the town by maintaining financial records; coordinating administrative activities; providing support to department staff; and advice, assistance, and information to the Town Board. The Finance Officer has statutory responsibility as described in South Dakota Codified Law.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervise operations of the municipal finance office and community center. Includes effective handling of public calls and visits, coordination with all municipal departments regarding citizen concerns.
2. Maintain the Town's accounting systems; establish and maintain internal financial controls; prepare all required financial reports; conduct internal audits in accordance with sound business practices, applicable municipal ordinances/resolutions, and state laws.
3. Prepare and sign all warrants (claim payments).
4. Oversee and ensure proper recording, depositing, and disbursing of all financial transactions.
5. Maintain and invest monies within state guidelines and according to the Investment Policy for the Town.
6. Prepare bi-weekly, monthly, quarterly and annual payroll transactions and reports.
7. Schedule annual audit; provide all documentation to auditors; work with auditors to ensure the Town's compliance efforts are met.
8. Assist with development of meeting agendas, distribution of agendas, prepare meeting notices, and attend board meetings and record minutes of all official Town Board and Planning Commission meetings.
9. Maintain ordinance book, bid documents, resolutions, contracts, agreements, leases, and other pertinent municipal documents.
10. Assist in the preparation and monitoring of the annual municipal budget, development of capital improvement projects and plans, and assessment of the annual revenue and expense estimates.
11. Provide supporting information as necessary; make recommendations regarding financial affairs, records, and documents to the Town Board.
12. Monitor pending federal and state legislation affecting municipal governments; keep abreast of legislation and rules and how they affect the Town.
13. Keep and maintain inventory records of municipal properties and assets.
14. Assist with the development of rates and fees for municipal services, including water and sewer rates.
15. Manage municipal elections.
16. Assist with planning and zoning matters and maintain records for the Planning Commission.
17. Serve as Sexton of Graceland Cemetery in Oacoma, prepare cemetery deeds and maintain cemetery records.
18. Provide support to all municipal departments as needed.
19. Maintains employee benefits programs and informs employees of benefits; recommend benefit programs to the Town Board; direct the processing of benefit claims; obtain and evaluate benefit contract bids.
20. Ensures legal compliance by monitoring applicable federal and state requirements pertaining to human resources; maintain human resource records; represent the Town in administrative matters as required.
21. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
22. Perform other duties, projects and tasks as may be required by the Town Board and/or to assure the success of municipal operations and services.
23. Represents the Town in a professional manner and maintains a high standard of customer service.

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

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Effective written and verbal communications skills.
2. Strong finance, accounting, and business administration knowledge.
3. Proficient experience with office technology and able to effectively use a variety of applications including Word, Outlook, Excel, and internet, as well as accounting software.
4. Proficient experience with QuickBooks software and competency in class tracking/fund accounting.
5. Ability to operate a 10-key calculator.
6. Ability to read and comprehend legal documents and execute pertinent requirements.
7. Ability to maintain confidentiality of certain information, when necessary.
8. Excellent organizational skills with high attention to detail.
9. Effective interpersonal skills, with the ability to listen, respond and adapt to various situations and people.

### **EDUCATION AND EXPERIENCE:**

1. Two or more years of accounting, business, and/or finance related education.
2. Experience with budgets, financial statements, financial administration.
3. Previous management and supervisory experience preferred.

### **CERTIFICATES, LICENSES, EXAMINATIONS:**

1. Must have a valid driver's license and a safe driving record.
2. Must be bondable, subject to a background check.
3. A notary commission is preferred.

### **PHYSICAL DEMANDS:**

1. While performing the duties of the job, the employee is frequently required to sit, write, type, talk or listen.
2. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.
4. The employee is occasionally required to walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
5. Occasionally required to lift, carry, or otherwise move and position objects weighing up to 20 pounds.
6. Occasionally required to move to ascend or descend steps and short ladders.
7. Requires some travel to business meetings, conferences, or worksites.
8. Must be able to operate normal office equipment, review work products, file and retrieve files.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is primarily performed in a normal, indoor office setting.
2. The Finance Officer works alone in the municipal office as the sole employee of the administration/finance department.

**DATE APPROVED:** 08/21/2023

**BY:** Oacoma Town Board of Trustees

*(Employment application follows on next page.)*

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

# APPLICATION FOR EMPLOYMENT

## CITY OF OACOMA

City Finance Office, P O Box 129, Oacoma, SD 57365

Phone: (605) 734-4455 FAX: (605) 734-4456

EQUAL OPPORTUNITY EMPLOYER

### APPLICATION MUST BE RECEIVED BY CLOSING DATE

1. Date of Application: \_\_\_\_\_
2. Title of Position Applied for: \_\_\_\_\_
3. Name: \_\_\_\_\_  
  Last  First  Middle
4. Mailing Address: \_\_\_\_\_  
  Street  P O Box  City  State  Zip
5. Social Security Number: \_\_\_\_\_
5. Telephone Number: \_\_\_\_\_  
  Cell  Home  Work
6. Do you have a legal right to live and work in the United States?      \_\_\_Yes \_\_\_No  
    If you are a resident alien, have you submitted a declaration of intent?      \_\_\_Yes \_\_\_No
7. Do have or can you get a valid South Dakota Driver's License, if required?      \_\_\_Yes, DL#\_\_\_\_\_ \_\_\_No
8. Check each type of employment you will accept:      \_\_\_Full-time      \_\_\_Part-time  
                        \_\_\_Permanent      \_\_\_Temporary: 6 months or less      \_\_\_Seasonal: Duration of Season \_\_\_\_\_
9. When could you begin employment?      \_\_\_Immediate      \_\_\_Beginning on \_\_\_\_\_  
  \_\_\_After \_\_\_\_\_ days notice to current employer.
10. Are you under age 18?      \_\_\_Yes      \_\_\_No
11. Are you a veteran of the U.S. Military Service?      \_\_\_Yes      \_\_\_No      If Yes, List branch: \_\_\_\_\_
12. List names, addresses and phone numbers of personal references.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. May we contact your current, most recent or past employer regarding your qualifications?      \_\_\_Yes      \_\_\_No  
    If No, please explain: \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION AND TRAINING

14. Circle last year of education completed. For high school diploma or GED, circle "12".

1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   plus

15. List names of all schools attended and major course of study or degrees completed.

	Location	Major Course of Study	Diploma Issued
High School:	_____	_____	_____
College/University:	_____	_____	_____
Graduate School:	_____	_____	_____
Vo-Tech School:	_____	_____	_____

16. Additional Training (workshops, seminars, apprenticeships, military or other training). Include approximate hours or days of training. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. List any relevant licenses or certificates: \_\_\_\_\_

\_\_\_\_\_

## WORK HISTORY

18. Begin with your current or most recent position and work backwards. List each promotion as a separate job. Be as accurate and complete as possible, especially in describing the duties of each position. If you need more space, attach additional sheets using the same format.

A. Current or Most Recent Position:

Dates of Employment: From (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_. Total Years \_\_\_\_\_ Months \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of employees you supervised \_\_\_\_\_. Average hours worked/week: \_\_1-10 \_\_11-20 \_\_21-30 \_\_31+

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Complete description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Next Previous Position:

Dates of Employment: From (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_. Total Years \_\_\_\_\_ Months \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of employees you supervised \_\_\_\_\_. Average hours worked/week: \_\_1-10 \_\_11-20 \_\_21-30 \_\_31+

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Complete description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Next Previous Position:

Dates of Employment: From (mo./yr.) \_\_\_\_\_ to (mo./yr.) \_\_\_\_\_. Total Years \_\_\_\_\_ Months \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Employer's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of employees you supervised \_\_\_\_\_. Average hours worked/week: \_\_1-10 \_\_11-20 \_\_21-30 \_\_31+

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Complete description of duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. Signature: I certify, to the best of my knowledge and belief, that all information provided on this employment application is true and accurate.

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Signature of Applicant

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Date