



Deputy Finance Officer I POSITION DESCRIPTION

POSITION OVERVIEW

Performs a wide range of financial and administrative duties in support of the Finance Department, including supervising and assisting with cashiering operations, overseeing accounts payable and receivable processes, and ensuring accurate financial recordkeeping for government. Provides guidance to staff, responds to public inquiries, delivers high-quality customer service, and supports departmental functions through effective communication, reporting, and compliance with financial policies and procedures.

SUPERVISION RECEIVED

Works under the general direction of the City Finance Officer, exercising independent judgment in the coordination and oversight of assigned financial and administrative functions.

SUPERVISION EXERCISED

Collaborates closely with the finance team and may provide guidance, coordination, and functional oversight to assigned staff and daily operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage City's utility billing and collection for all accounts receivable accounts collected by mail, in person, online and from other city departments. Revenues include but are not limited to multiple Business Improvement District assessments, leased parking spaces, governmental permits, licenses and water and trash service.
- Processes vouchers for payment; checks invoices for accuracy; verifies account codes for proper coding of expenditures; responsible for obtaining department head approval. Combines all AP invoices from all departments and distributes to necessary staff and city commissioners.
- Work with utility customers at relocations to be sure all necessary paperwork is processed and signed and create workorders in software programs. Ensure all BID paperwork is completed and accounts set up for all commercial ownership changes. Work closely with city's water department to coordinate meter readings and billing. Inform Finance Officer of delinquent accounts, so appropriate action can be taken.
- Setup and maintain ach accounts with customers. Process through accounting software and send pre-notes to bank. Send monthly report to bank for drafting from customers accounts.

- Coordinate with Planning & Zoning department on BID accounts to ensure all paperwork is completed and property billed for short-term rental properties.
- Reconciliation of BID 1-6 accounts quarterly against reports from SD Commission on Gaming to ensure accuracy of billing.
- Possess working knowledge of accounting, Microsoft suite. Will work with software programs to include governmental accounting, workorder entry, website updates and meter reading programs.
- Receives, sorts, and distributes incoming mail and processes outgoing correspondence.
- Performs routine office, telephone, and reception duties, providing front-line customer service. Directs callers and visitors to appropriate personnel or departments in a professional and efficient manner.
- Responds to customer inquiries, concerns, and complaints while promoting positive public relations.
- Learns and maintains working knowledge of applicable city ordinances, policies, and state regulations related to municipal finance and administrative operations.
- Composes, types, and reviews correspondence, reports using sound judgment to ensure accuracy and clarity.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from high school or possession of a GED equivalent. coursework in accounting, finance, business administration, or related office practices.
- Minimum of 2 years' experience in accounting, cashiering or general office administration; or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office practices, equipment, procedures, and financial systems, including computerized accounting and electronic data processing and accounting principles and practices.
- Ability to perform and oversee cashiering functions with a high degree of accuracy; ability to maintain detailed records with support of finance officer.

- Strong customer service and interpersonal skills, with the ability to effectively interact with the public, staff, and external partners in a professional manner.
- Excellent verbal and written communication skills.
- Ability to prioritize tasks, exercise sound judgment, maintain confidentiality, and perform effectively in a fast-paced environment.

SPECIAL REQUIREMENTS

Demonstrate customer service, communication, and accounting skills, including the ability to interact effectively with the public, process financial transactions accurately, and maintain confidentiality of sensitive information.

TOOLS AND EQUIPMENT USED

Utilizes a variety of standard office and financial systems, including multi-line telephone systems, personal computers and financial software, copy and scanning equipment, postage machine, 10-key calculator, and electronic payment processing systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this position, the employee is regularly required to sit, communicate effectively, and hear. The employee is often required to stand, walk, use hands to operate office equipment and handle documents, and reach with hands and arms. Duties involve frequent use of computers and standard office technology.

The employee may occasionally be required to lift and/or move items weighing up to 25 pounds. Specific vision abilities required include close vision, attention to detail, and the ability to adjust focus for reviewing financial documents and data.

WORK ENVIRONMENT

Work is performed primarily in a standard office setting with frequent interaction with staff and the public. The noise level in the work environment is typically moderate, with occasional fluctuations due to customer traffic and office equipment.

SELECTION GUIDELINES

Formal applications, evaluation of education and experience, oral interviews, and reference checks will be conducted.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer based on organizational needs and evolving job requirements.

FUNCTIONAL JOB DESCRIPTIONS

Functional Job Description

DATE: _____

Position: _____ Deputy Finance Officer I _____

Employee Name: _____

Date Developed: 05/04/2026 Revisions: _____

PHYSICAL DEMANDS

Note: In terms of an eight hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 HOUR DAY	COMMENTS
Sit	2	5.5	
Stand	1	2.5	
Walk	< 1	0.5	

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl	X				
Climb	X				

Reach			X		Phone, 10-key
Reach above shoulder level		X			
Crouch	X				
Kneel	X				
Balance		X			
Push/Pull		X			

PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	<25 LBS			
Lift (pounds)	<25 LBS			

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Operates vehicle, valid driver's license
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		

Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	N/A		
Requires protective clothing or personal protective devices.		X	
Correctable vision to 20/40 Near/Far	X		Close work

ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	N/A		
The worker is subject to outside environmental conditions; no effective protection from weather.	N/A		
The worker is subject to both environmental conditions; activities occur inside and outside.		X	
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		X	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		X	
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.		X	
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.		X	
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.		X	

Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.		X	
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.		X	
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		

Communication Skills: Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills: Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.	X		
Reading Skills: Basic instructions material	X		
Technical information	X		

**JOB DESCRIPTION EMPLOYEE AGREEMENT
For Deputy Finance Officer**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date

Updated and approved by the City Commission on May 4, 2026.