



City of Waterloo

Job Description – Collector-Budget Officer

JOB TITLE: Collector-Budget Officer

DEPARTMENT: Administration

REPORTS TO: Mayor

STATUS: Full-Time

FLSA: Exempt

PHYSICAL DEMAND LEVEL: Light

BRIEF DESCRIPTION OF THE JOB: Primary responsibilities include but are not limited to: Preparing and overseeing department budgets and annual audit processes, collecting and accounting for municipal revenue, developing policies and reports, acting as a liaison with city departments and outside agencies and supervising clerical employees.

ORGANIZATIONAL RELATIONSHIPS:

Directs: Clerical staff in business office

Other: Deals directly and in-depth with department heads/foremen, employees, consultants, citizens, vendors, Mayor and City Council in problem resolution.

ESSENTIAL DUTIES:

Supervise business office staff, who perform the tasks of payroll for all employees and elected officials, billing of all utilities to approximately 5,400 customers, cut-offs, accounts payable, general ledger, including entries and balancing of accounts, and preparation of W-2's, 1099's, and other tax filings as needed.

Coordinate accounts payable; review all invoices for proper accounting code and vendor code, compile all invoices in batches for entry into the LOCIS computer system and for approval by City Council.

Manage and coordinate all investments for the City. Analyze all investments monthly by bank to assure that all institutions are meeting collateral requirements.

Prepare and file the Annual Financial Report with the State of Illinois Comptroller's Office and the County Clerk's office.

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| <p>Coordinate the annual renewal of commercial and liability insurance. Review the property, auto and mobile equipment list and make any appropriate deletions or additions to coverage lists. Serve as the point of contact when other companies bid on the commercial and liability insurance. Submit all insurance claims related to liability and/or property damage.</p> |
| <p>Prepare the annual budget of the City of Waterloo. This requires meeting with the Director of Public Works, Mayor, department heads and members of various committees to determine the needs for each department. Then combine that information with payroll and benefit estimates, administrative estimates and revenue estimates to prepare the annual budget prior to the new fiscal year beginning.</p> |
| <p>Prepare the annual amended budget of the City of Waterloo. This involves review of the current budget and necessary expenditures remaining for the budget year and making appropriate changes prior to the fiscal year end.</p> |
| <p>Coordinate the annual audit. This requires preparation of audit work papers for all funds, balancing of accounts and preparing all journal entries prior to the auditor's arrival. Preparation of all financial statements and the Management Discussion and Analysis.</p> |
| <p>Prepare the Unclaimed Property Report with the State of Illinois Unclaimed Property Division.</p> |
| <p>Review closed utility accounts with balances and send to Local Debt Recovery Program.</p> |
| <p>Prepare the annual tax levy for the City of Waterloo, Library and Municipal Band.</p> |
| <p>Calculation of monthly gas rates. Prepare the monthly gas fuel adjustment for billing. Maintain and update spreadsheets tracking monthly storage of natural gas, monthly sales of natural gas and other historical data.</p> |
| <p>Analyze monthly electric bill from IMEA. Maintain and update spreadsheets for the monthly electric charges billed to the City and verify reimbursements from IMEA on gas usage in the power plant. Submit ACH for electronic bill payment to IMEA.</p> |
| <p>Prepare miscellaneous invoices on a monthly and quarterly basis.</p> |
| <p>Prepare monthly report on investments for the City Treasurer.</p> |
| <p>Reconcile HRA reimbursements and prepare journal entries to properly account for reimbursements per fund.</p> |
| <p>Calculate and maintain utility rate increases per Ordinance.</p> |
| <p>Other duties as assigned.</p> |

REQUIRED SKILLS AND ABILITIES:

- Must be proficient in MS Office and have great computer skills
- Excellent attention to detail
- Ability to supervise and lead a group of employees
- Ability to communicate clearly, briefly, and effectively
- Ability to handle multiple tasks, and projects while displaying high ethical standards at all times

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required
- Completion of bachelor's degree program in Accounting, Finance or related field
- Four (4) to Seven (7) years of practical experience in the field is required
- Background in municipal government is preferred

Physical Requirements:

Must be able to lift and/or carry up to 35 lbs. occasionally. Push and/or pull up to 25 lbs. force occasionally. Frequent: Sit, Stand, Walk, Forward reach, Left/Right hand control, foot/pedal control. Occasional: Head turn, trunk bend, kneel, stoop, squat, handling, crawl, climb, side reach, overhead reach, grasp, power grip, pinch, finger manipulation, feel.