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| Department: | Administration |
| Reports To: | City Administrator |
| Supervisory Duties: | None |
| Last Updated: | June 2, 2026 |
| FLSA Status: | Non-Exempt |
| Grade: | 5 |

Job Summary & Scope of Responsibility

Under the direction of the City Administrator, the Finance Specialist performs advanced, responsible administrative work to support city operations. This position is responsible for utility billing, accounts receivable, airport administrative operations and customer service.

Essential Duties and Responsibilities

Accounts Receivable

- Receive and process payments. Reconcile payments with customer accounts
- Daily cash receipting reports
- Balance cash box
- Reconcile daily receipts.

Utility Billing

- Prepares and distributes monthly utility bills
- Maintain utility customer data in billing software
- Monitor Kamstrup/READY Software and H2O Analytics
- Identify defaulted utility accounts and send default notifications.
- Completes certification process for defaulted utility accounts

Assessments

- Responsible for special assessment processing including preparing resolutions for city council approval and certification to the county.
- Complete pay-off requests for special assessments
- Complete County reporting on special assessments
- Responsible for properly recording special assessment receivables in financial software.
- Process all special assessment appeals

Airport Administration

- Manage and track airport leases, lease applications, and payments
- Responsible for grant submissions, approvals, tracking progress and completing reimbursement requests
- Coordinate with the airport engineer for airport related needs
- Maintain airport CIP in State tracking system in coordination with the airport engineer
- Prepare Airport Commission Agendas and minutes
- Prepare airport matters for City Council review and approval

Finance Specialist

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- Maintain all airport records and documents in accordance with city retention policy and law
- Coordinate with Minnesota Department of Transportation, Department of Aeronautics on airport related matters ensuring compliance with laws and regulations
- Works with the city administrator and airport commission in preparation of the annual budget and capital improvement plan for the airport.
- Manages airport budget, reviews and codes expenditures to ensure compliance with budget

General Duties

- Provide customer service support to residents, contractors, and others interacting with the city.
- Prepare, maintain, file and publicize official records, documents, resolutions, ordinances and legal notices as required by law
- Process summons, complaints, and special assessment appeals in accordance with state law
- Design and prepare a quarterly newsletter obtaining information from all departments for inclusion.
- Assists in maintaining cable station schedules and events
- Serve as Deputy Clerk
- Co-manages City's website, Facebook page and other community outreach activities
- Provide project management as needed.
- Other duties as assigned

Knowledge, Skills, and Abilities

- General knowledge of laws and administrative policies governing City financial practices and procedures.
- General knowledge of the principles and practices of public sector accounting
- General knowledge of governmental financial software systems
- Ability to work a varied schedule that requires evenings and weekends as needed.
- Ability to respond in a courteous and professional manner with both internal and external customers via phone, email and in person.
- Ability to analyze and resolve problems.
- Ability to read and comprehend laws, rules, and regulations.
- Demonstrated ability to multitask; and ability to prioritize work assignments independently.
- Strong computer skills with proficiency in Microsoft Office Suite (Word, Excel) and records management software.
- Excellent written and verbal communication skills.
- Ability to work independently, manage multiple priorities, and meet deadlines with minimal supervision.
- Exceptional organizational skills and attention to detail.
- Knowledge of data privacy laws and ability to maintain highest confidentiality when dealing with sensitive or private information.
- Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner; and preserving confidentiality of account and credit information relating to customer accounts.
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Minimum Qualifications

- High school diploma with four years of experience in finance, accounting, records management, or complex administrative support. Or an associate degree in finance, accounting, business administration or related field plus two years of experience.
- Good verbal and written English communication skills.
- Minnesota Certified Municipal Clerk (MCMC) or have the ability to achieve within four years of employment.

An equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position may be considered in lieu of an associate's degree.

Desired Qualifications

- Prior government experience preferred.
- Experience working with different municipal revenue sources and utilities.
- Working knowledge of Caselle Financial Software and Laserfiche
- Previous experience creating and maintaining webpages.
- Possession of Notary Public Commission or ability to obtain one within 6 months of hire.
- Project management experience.

Working Conditions

Work is indoors in a normal office environment. Occasional lifting of thirty pounds or less is required. Occasional travel within the area to attend meetings, trainings, and conduct other City business. Attendance at evening Airport Commission meetings and occasional attendance at other meetings is required. There is occasional exposure to hostile, aggressive or violent behavior by members of the public. Over 50% of the time, work is performed at the highest level of detail and pressure of deadlines.

Competencies Common to All City Positions

- Develop, maintain a thorough knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration, through example, the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including a willingness to assist newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep the immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Maple Lake in a professional manner to the public, outside contacts, and constituencies.