

Finance Department

The Finance Department monitors all financial transactions of the City.

Responsibilities

- Prepares monthly and annual financial reports.
- Manages and analyzes the City's financial data and reports to provide financial information in accordance with legal requirements and general accounting principles.
- Works with City staff and vendors to ensure compliance of the City's purchasing policy.
- Processes payments to vendors and reconcile payments to the general ledger.
- Processes payroll, accounts payable, accounts receivable, and special assessment services.
- Prepares the annual operating budget and comprehensive annual financial report.

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