

Information Summary

The Finance Office provides accounting services for all revenue generated by the City and all expenditures made.

Personnel

Finance Director: Paullyn Carey
Full-Time Employees: 8

Contact Information

City Finance Office
Huron Municipal Building
239 Wisconsin Ave SW
PO Box 1369
Huron, SD 57350
Telephone: (605) 353-8502
Fax: (605) 353-8506

Divisions

- ◆ **Accounts Payable:** Process all bills for payment to vendors. Oversee all of the duties and responsibilities of the payroll functions of the City.
- ◆ **Accounts Receivable:** Responsible for maintaining accounts for the City, receipting funds, and recording monetary transactions.
- ◆ **Human Resources:** Responsible for the overall administration and implementation of all human resource functions of the City including recruitment, interviewing, orientation of new employees, transfers, discipline, layoffs/recalls, promotions, discharges/terminations, assignments, grievances, EEOC complaints.
- ◆ **Information Technology:** Perform routine maintenance, security and anti-virus processes, and troubleshooting of computers, computer networks, servers, backup devices, printers, and other IT related hardware and software.
- ◆ **Utility Billing:** Responsible for receiving and/or posting of daily receipts for utility services.

Additional Functions:

- ◆ Prepare annual report, audit and budget
- ◆ Capital Improvement Program
- ◆ Fixed Assets
- ◆ Prepare City Commission agendas and minutes, file official records
- ◆ Conduct elections
- ◆ Prepare and submit grant reports, process grant reimbursement requests, organize and maintain all documentation required for city and federal audits
- ◆ Purchase investment instruments
- ◆ Coordinate bonding and lease arrangements
- ◆ Conduct alcoholic beverage licensing
- ◆ Workers Compensation