

FINANCE SPECIALIST

DEFINITION

To conduct responsible administrative and accounting systems work related to major accounting functions; and to provide support to administrative, supervisory and general staff.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification within the Finance Clerk series. The job class performs the more specialized functions and requires a higher degree of technical knowledge in a designated area than the Finance Clerk II job class. This classification functions in an independent manner and requires a high degree of accuracy and attention to detail in support of the major accounting functions.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from higher level management or supervisory personnel. May act in a lead capacity over accounting or clerical personnel as assigned.

EXAMPLES OF DUTIES The following are typical illustrations of duties encompassed by the job series, but are not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Input, recall, and provide clerical and administrative support for a variety of information on a computer for major accounting functions.

Act as information source to departmental staff members and City employees regarding payroll, employee deductions, accounts payable and receivables, utility billings, and record keeping procedures.

Create, maintain and/or update accounting systems related to inventory, payroll, accounts payable, fixed assets or utility billing.

Prepare various statistical reports, logs, worksheets, etc., related to assigned functions periodically and as assigned, including those involved with investments, deposits, maturities and note purchases.

Balance a cash drawer and prepare deposits.

Perform a variety of technical and clerical support work in major accounting functions for City staff as necessary.

Prepare and update procedure manuals.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and practices of financial record keeping.

Municipal accounting system requirements and procedures.

Data processing/computerized accounting functions.

Basic mathematics.

Ability to:

Operate a variety of standard office equipment including a computer terminal, calculator, copy machine, etc.

Develop computer reports and fliers; install, modify and troubleshoot computer programs.

Learn prescribed formulas for calculation and reconciliation of assigned functions; perform mathematical calculations with speed and accuracy.

Understand and carry out a variety of complex and technical instructions with minimal supervision and independent judgment.

Apply City's accounting system including processing, control and record keeping requirements.

Understand and apply pertinent State and Federal regulations for the processing of assigned data.

Type accurately at a speed sufficient for successful job performance.

Communicate clearly and concisely in both oral and written form.

Perform a variety of processing/record keeping clerical functions; accurately compare, proofread, and verify lists of names and numbers.

Verify and code financial statements, invoices, and reports as assigned.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Training:

Any combination equivalent to the experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical manner to achieve the knowledge and abilities would be:

Experience:

Two years performing increasingly responsible accounting support work with experience in major accounting functions and computer experience; one year of accounting clerical experience with the City of Woodland desirable.

Training:

Equivalent to a high school diploma supplemented with additional course work in computer science, accounting or a related field.

Human Resources

Council Action: Sept 16, 1997