

FINANCIAL SPECIALIST, SENIOR

FLSA STATUS: Non-Exempt

Grade 54

NATURE OF WORK

This is the advance classification in the professional financial specialist series, in which incumbents, under limited direction, have direct responsibility for completeness and accuracy of financial and/or related records and documents, paraprofessional accounting and other financial transactions. The work requires understanding of highly complex processes and/or complex policies, rules and regulations. This position can have high interaction with the public and the employees should possess excellent communication skills. Perform professional work including communicating information and requirements to other departments, developing and maintaining internal record keeping, giving guidance and assistance to less experienced clerical employees, may serve as a team leader on group assignments, and control procedures with minimal supervision from the Comptroller or City Treasurer.

EXAMPLE OF WORK (May not include all of the duties performed.)

Processes accounts payable or accounts receivable invoices and receipts and collection letters on final billings.

Answer customers' questions regarding water bills' and adjust bills, according to established policies.

Prepares utility bills; prints and sorts bills; checks bill that appear to be irregular.

Prepares a variety of statistical and other financial reports.

Reviews all cash collections and departmental cash reports for accuracy, reasonableness, and proper distribution to revenue accounts. Tests individual transactions as needed.

Prepare financial statements; balance and prepare bank deposits.

Provides computer input for cash, receivable and payable functions.

Reviews computer edits for material discrepancies and approves for final entry into the City's records.

Identifies properties involved in new special assessment districts; processes, records, files and collects special assessments; maintains and updates computerized records.

Reconciles city checking and savings accounts monthly.

Makes journal entries, prepares disbursement vouchers, maintains petty cash accounts, record accounts payable and receivable.

Reviews purchase orders, claims and warrants; issues credits resulting from errors or changes in policies; enters checks in journal and records deposits.

Sorts, checks, verifies and enters items into records; dates, computes, files and indexes various departmental items.

Contacts individuals who have submitted insufficient fund checks; attempts to secure proper payment and forwards appropriate information to enforcement authorities.

Provides information to financial institutions, vendors and the general public, as needed.

Prepares a variety of statistical and other financial reports.

FINANCIAL SPECIALIST, SENIOR (continued)

Coordinates the purchase of necessary forms for use in finance, data processing, and utility billing section.

Provide assistance to other finance and utility billing operations as directed.

Performs other related duties as assigned.

MARGINAL FUNCTION OF WORK

Ability to operate a motor vehicle

REQUIREMENTS OF WORK

Considerable knowledge of bookkeeping practices, techniques and terminology.

Considerable knowledge of basic accounting principles and practices.

Considerable knowledge of standard office procedures, practices and equipment.

Ability to maintain complex financial records and to prepare financial reports accurately.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and the general public.

Ability to operate a calculator, computer and other office equipment accurately and quickly.

Ability to work tactfully and courteously with the public and with other employees.

Ability to stand, bend, and reach to accept payments from the public from the counter.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and five years of experience in bookkeeping or field related to financial transactions; college level training in bookkeeping or accounting is desirable; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENTS

Must be bondable and insurable. Must possess a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus