

**POSITION TITLE: FINANCE SPECIALIST**  
**DEPARTMENT: PUBLIC UTILITIES**  
**DIVISION: UTILITY BUSINESS OFFICE**

**CITY OF  
 BOWLING GREEN**

**REPORTING RELATIONSHIPS: Position reports to the Utilities Business Office Manager/Deputy Finance Director and/or the Finance Director**

\_\_\_\_\_ **DIRECT REPORTS BY TITLE:** \_\_\_\_\_ None \_\_\_\_\_  
**DIRECT:** 0 **INDIRECT:** 0 \_\_\_\_\_

**POSITION FUNCTION**

This position is responsible for compiling, organizing, reconciling and reporting financial data, billing industrial and commercial utility customers, and serving as back-up to the Payroll Clerk.

**JOB RESPONSIBILITIES**

- Assists in performance of payroll duties as needed plus serves as the Payroll Clerk during his/her absence
- Analyzes and processes project expenditures
- Compiles & reconciles year-end audit schedules
- Maintains property records for insurance and real estate tax exemption
- Prepares and posts journal entries
- Reviews accounts payable invoice edit listings and reconciles accounts payable activity
- Reconciles natural gas rotary and prepares billing to separate departments
- Maintains capital assets and depreciation software program
- Reconciles miscellaneous accounts receivable
- Reconciles daily cash receipts to deposit ticket and bank account activity
- Balances and verifies adjustments from Customer Service Specialists
- Processes industrial/commercial utility billing, works with Utility department staff to verify readings, reviews exception reports, calculates adjustments, reviews billing registers, processes billing and posts penalties
- Ensures all steps in the billing process are completed for all cycles
- Prepares schedules for billing, bank drafts, penalties, delinquent notices and payment extensions
- Prepares specialized analysis for industrial customers (key accounts)
- Processes mail merge letters for budget and senior citizen's discount customers
- Prepares month end billing reports
- Performs other related duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><b>Occupational/Technical Skills</b></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p><b>Administrative Skills</b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p> <p>Ability to effectively coordinate activities of others to meet objectives</p> <p><b>Cognitive Skills</b></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical</p>	<p>material</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p><b>Communications Skills</b></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p><b>Interpersonal Skills</b></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p>

**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed in an office setting and is subject to pressure from deadlines.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Two-year college certificate or equivalent; three to five years of accounting experience is required; payroll experience is desired; or any combination of education training or work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

