

POSITION TITLE: FINANCE SPECIALIST
DEPARTMENT: FINANCE DEPARTMENT
DIVISION: FINANCE DEPARTMENT

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS: Position reports to the Finance Director

POSITION REPORTS

To : FINANCE
DIRECTOR

DIRECT: 0

DIRECT REPORTS BY TITLE:

None

INDIRECT: 0

POSITION FUNCTION

The position is responsible for processing accounts payable, tracking and receipting revenue and accounts receivable, bank reconciliation, and serving as a backup to the payroll specialist.

JOB RESPONSIBILITIES

Assists in the performance of payroll duties

Maintains capital assets and depreciation schedules for the City's financial statements

Enters purchase orders

Organizes and processes approved invoices for payment

Remits vendor payments as appropriate using checks, ACH payments, purchasing cards, electronic debits or credits, or wire transfers

Sets up new vendors and maintains vendor file

Prepares receipts for daily receivables and runs receivables reports

Prepares bank deposits and reconciles bank statements

Files payables/receivables paperwork

Prepares and files 1099 and tax exempt forms

Responds to customer inquiries

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>Occupational/Technical Skills</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Administrative Skills</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>Cognitive Skills</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>Communications Skills</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>Interpersonal Skills</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
<p>Work is typically performed in an office setting and is subject to pressure from deadlines.</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>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.</p>

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.