

CITY OF BREEZY POINT

Job Description

Title: Finance Specialist	FLSA Status: Non-Exempt
Department: Administration	Position Status: Regular Full-Time
Accountable To: City Administrator/Clerk	Salary Grade: 5

Job Summary:

Under the direction of the City Administrator/Clerk, the Finance Specialist is responsible for the performance of all general accounting functions and preparation of all financial reports for the City. This position makes non-routine decisions within established precedence and works under limited supervision and strict deadlines. Additional duties include accurately performing the financial transactions within accounts payable, accounts receivable, payroll, and utility billing and collections in accordance with City policies and procedures. Additional duties include providing administrative support including reception duties, financial filing system maintenance, and customer service.

Scope of Responsibility:

The Finance Specialist performs accounting functions to include preparation and review of all general ledger postings, reconciliation of bank accounts and investments, and maintenance and reconciliation of sub ledgers. Assists in the coordination of the City's annual audit and budget processes. Prepares month-end and year-end close process assuring the accurate and timely preparation of annual and interim financial statements. Contributes to the coordination of overall City efforts by working with department heads to supply and exchange financial information relative to the financial performance of the City.

Essential Duties and Responsibilities:

1. Maintains chart of accounts for the general ledger and performs accounts payable and receivable duties.
 - Codes invoices to proper fund.
 - Submits invoices for approval.
 - Enters payable information, including associated journal entries, into the accounting system.
 - Prints, verifies and produces checks.
 - Prepares monthly financial statements for City Council.
 - Completes quarterly financial reporting.
 - Extracts detail or other special reports upon request.
 - Records all revenue and posts journal entries for cash received.
 - Prepares and delivers deposits to the bank.
 - Assists with the preparation of the annual budget as directed by the City Administrator/Clerk.
2. Prepares and Manages Utility Billing.
 - Ensures accuracy of utility billing and maintenance.
 - Monitors past due accounts and follows procedures regarding collection efforts monthly.
 - Keeps department heads updated with any service interruptions and/or disconnections.
 - Processes customer requests and payments.
 - Reconciles credit card payments.

3. Prepares and Manages for year-end close of accounts, governmental reporting and audit prep.
 - Completes year end entries as directed.
 - Produces documents such as 941, 1099 and W-2 forms.
 - Oversees the annual Audit and annual Financial Statements.
 - Prepares information for workers compensation audit.
 - Completes State Auditor budget & financial statement reports.
4. Prepares and processes accurate and timely payroll.
 - Prepares city payroll, verifies time sheets, calculates pay, prints checks and maintains employee payroll records.
 - Records employee vacation, sick leave and comp time.
 - Administers employee benefits such as health, dental and retirement.
 - Prepares and submits Federal, State, PERA and withholding reports to appropriate agencies.
 - Maintains PERA membership records and prepares necessary reports.
 - Coordinates annual open enrollment procedures.
 - Maintains confidentiality of sensitive material.
 - Ensures payroll processes adhere to policies set by the city and/or union agreements.
5. Assists the City Administrator/Clerk with complex financial activities.
 - Assists with the issuance and management of bonds.
 - Assists with the development of TIF districts, issues TIF payments, and conducts all TIF related reporting.
 - Assists with the management of city investments.
6. Performs receptionist and general office duties.
 - Greets customers, answers questions and handles complaints.
 - Answers phones and directs calls to appropriate personnel.
 - Assists in the preparation and distribution of public information.
 - Police state reporting and also state surcharge reporting for building permits.
7. Performs other duties as assigned or apparent.

Minimum Qualifications:

Two-year degree in accounting, finance, administration, business management, or other related field and two years of progressively responsible finance and accounting experience. Requires good interpersonal skills, the ability to operate personal computers and proficiency with word processing, computerized accounting systems, spreadsheets, e-mail, and internet applications. Requires a valid driver's license.

Desirable Qualifications:

A bachelor's degree in accounting, finance, or business management. CPA certification and experience with government accounting preferred.

Physical Demands & Working Conditions:

Work is indoors in a normal office environment. Occasional lifting of fifteen pounds or less is required. Requires high attention to detail or deadlines between 60% and 80% of the time. A typical workday involves about 85% of the time sitting and about 80% of the time using a keyboard. Frequently drives to the bank to make deposits and other transactions of City business as required.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council retains the discretion to add duties or change the duties of this position at any time.