

MAJOR FUNCTIONS

This is a professional and technical financial services role that is responsible for reviewing and processing moderately complex financial services and transactions for internal and external customers, as well as interfacing data into the City's financial system of record. The incumbent reviews, approves, and processes various transaction types including but not limited to accounts payable, accounts receivable, purchasing, or payroll, including validation of payroll transactions, review of timekeeping data, and application of payroll regulations such as wage and hour laws and tax requirements. Work requires considerable independent judgment and use of acquired knowledge and accounting and financial services skills. Work is performed independently but under the general supervision of a supervisor or team lead, with review made to ensure that the work is being performed in accordance with prescribed policies, procedures, and commonly accepted office practices.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Provides moderately complex financial services functions to City departments, employees, retirees, or vendors. Reviews and processes invoices, requisitions, adjustments, purchase orders, biweekly or monthly payroll-- validation of employee time records, auditing of earnings and deductions, processing adjustments, and ensuring compliance with applicable federal, state, and local payroll regulations-- check requests or vendor payments (among others transaction types) for internal and external customers in compliance with City policies or procedures. Reviews and reconciles financial documents such as receipts, payment logs, or vendor statements. May assist with payroll reconciliations including quarterly and/or annual reporting activities. Responds to inquiries from internal or external customers in a timely manner. Perform all job duties and provide customer services consistent with organizational values and departmental standards. Responsible for maintaining accurate financial records. Prepares monthly, quarterly, or annual financial reports by compiling data and verifying transaction accuracy. Participates in various interdepartmental activities such as fiscal and calendar year-end closeouts and coordinate with other City departments to complete these assignments. Monitors financial accounting system for operational problems or errors, including timekeeping interfaces, payroll calculation issues, and/or deduction inaccuracies. Provides training to end-users on the correct manner of submitting financial transactions or use of City financial or timekeeping systems. Maintains sensitive financial or confidential information. Performs other related duties as required.

Other Important Duties – May act as team lead in support of supervisor. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Working knowledge of accounting, payroll, and/or financial processing principles and practices, as well as business math and standard office procedures, especially as they relate to government finance operations. Working knowledge of computers and related software applications, such as Microsoft Office Suite (especially Excel). Working knowledge of the rules, regulations, policies, ordinances, and procedures involved in the administration of assigned functions. Working knowledge of payroll laws and regulations, including FLSA, IRS reporting requirements, and public sector retirement and benefit systems. Ability to assist in the upgrade, testing, or implementation of new modules, systems, forms, and procedures. Ability to follow complex oral and written instructions and to communicate clearly and concisely, both orally and in writing. Ability to independently organize work, prioritize tasks, and perform assigned work duties while meeting deadlines with minimal supervision. Ability to maintain confidentiality and integrity when handling sensitive financial information. Ability to establish and maintain effective working relationships with colleagues, superiors, subordinates, and the public.

Minimum Training And Experience

Possession of an associate's degree with courses in accounting, bookkeeping, finance, information systems or a related area and three years of experience providing financial services that includes the use of a timekeeping, bookkeeping, accounting, or financial management system, or an equivalent combination of training and experience.

Established: 04-14-07

Revised: 02-19-10

07-07-18

06-17-25

05-01-26