

MAJOR FUNCTION

This is an entry-level paraprofessional financial services position that is responsible for reviewing and processing basic financial services and transactions for internal and external customers and maintaining financial records that are entered into or interfaced into the City's financial management system. Primary functions include reviewing, entering/importing, and processing various financial transaction types including but not limited to accounts payable, accounts receivable, payroll, or purchasing, including payroll-related data and timekeeping review, and support for employee compensation processing, while also gaining experience in the application of governmental accounting principles. Work is performed under close supervision of a supervisor or higher-level team lead.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Provides basic financial services functions to City departments, employees, retirees, or vendors. Assists with the review and processing of invoices, requisitions, adjustments, purchase orders, biweekly or monthly payroll, check requests, or vendor payments (among others) for City departments and staff in compliance with City policies and procedures. May also review timekeeping records for completeness and accuracy, and support for payroll processing activities in compliance with federal and state regulations. Assists with the review and reconciliation of financial documents such as receipts, payment logs, or vendor statements. Respond to inquiries from employees, vendors, or external stakeholders in a professional and timely manner. Perform all job duties and provide customer services consistent with organizational values and departmental standards. Assists with the maintenance and organization of accurate financial records. May assist with the preparation of monthly, quarterly, or annual financial reports by compiling data and verifying transaction accuracy. Assists with various interdepartmental activities such as fiscal and calendar year-end closeouts and coordinate with City departments to complete these assignments. Assists with the training of end-users on the correct manner of submitting financial transactions or use of City financial or timekeeping systems. Performs other duties as required.

Other Important Duties

Attends trainings as requested or required. Performs related duties as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Basic knowledge of accounting, payroll, timekeeping systems, and applicable wage and tax regulations, and 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). Basic knowledge of rules, regulations, policies, ordinances, and procedures involved in the administration of assigned functions. Ability to follow complex oral and written instructions and to communicate clearly and concisely, both orally and in writing. Ability to organize work, prioritize tasks, and meet deadlines with attention to detail. 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; or possession of a high school diploma or an equivalent recognized certificate and one year of experience providing financial services in a government or nonprofit setting, that includes the use of a timekeeping, bookkeeping, accounting, or financial management system.

Established: 07-07-18
Revised 06-17-25
05-01-26