

MAJOR FUNCTIONS

This is professional and technical financial services position that directs or leads the review and processing of various 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 acts as a team lead in the review, approval, and processing of various transaction types including but not limited to accounts payable, accounts receivable, purchasing, or payroll, including oversight of payroll processing, compliance with wage and tax regulations, and resolution of complex payroll issues. The incumbent also helps coordinate and review the work of staff responsible for similar duties in the division or department. Work requires considerable independent judgement and the use of accounting knowledge and financial services skills. Work is performed independently with minimal or no supervision from a supervisor or manager and may act as a team lead and/or supervise other lower-level staff. The incumbent in this position also reviews the work of others is performed within prescribed policies, procedures, and organizational values.

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

Process and act as team lead for the processing of complex financial services functions to City departments, employees, retirees, or vendors. Provides other financial services staff with training, technical direction, and helps coordinate work in support of a supervisor or manager. Reviews and processes high-value or complex invoices, requisitions, adjustments, purchase orders, check requests or vendor payments (among other transaction types) for internal and external customers. Reviews and processes biweekly and monthly payroll, including oversight of payroll calculations, validation of complex pay scenarios (e.g., overtime, retroactive pay, specialty pays), and ensuring compliance with federal and state regulations. Leads or reviews payroll reconciliations, quarterly and annual tax reporting (e.g., 941s, W-2s), and assists with year-end payroll closeout activities. Serves as a subject matter expert in payroll, including interpretation of wage and hour laws, tax regulations, and public sector benefits and retirement impacts on payroll processing. Leads the review or reconciliation of complex financial documents such as receipts, payment logs, or vendor statements. Responds to inquiries from supervisory or management-level internal or external customers. Perform all job duties and provide customer services consistent with organizational values and departmental standards. Monitors financial services activities of a team to ensure compliance with City policies, procedures, state/federal laws, GASB, GAAP and/or audit standards. Helps coordinate various interdepartmental activities such as fiscal and calendar year-end closeout and coordinate with other departments to complete these assignments timely. Monitors financial accounting system for operational problems or errors, and implements solutions as needed. Provides training and guidance to end-users on financial transactions or use of the City's financial or timekeeping systems. Performs other related duties as required.

Other Important Duties

Maintain confidentiality and integrity when handling sensitive financial information. Serve as a key contact during financial audits, responding to auditor requests and providing documentation. Maintain confidentiality and integrity when handling sensitive financial information. Performs related duties as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Advanced 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. Advanced knowledge of payroll administration, including tax reporting, wage and hour compliance, retirement and benefit deductions, and payroll system configuration and troubleshooting. Advanced knowledge of computers and related software applications, such as Microsoft Office Suite (especially Excel). Advanced knowledge of the rules,

regulations, policies, ordinances, laws, and procedures involved in the administration of assigned functions. Acts as a team lead in the upgrade, testing, or implementation of new modules, systems, forms, and procedures. Ability to complete complex oral and written instructions and to communicate complex information clearly and concisely, both orally and in writing, to team members or subordinates. Ability to independently organize work, prioritize tasks, and perform assigned work with minimal or no supervision. Ability to coordinate the workload of others in support of a supervisor. Maintain confidentiality and integrity when handling sensitive financial information. Ability to establish and maintain effective working relationships with superiors, subordinates, and the public.

Minimum Training and Experience

Possession of a bachelor's degree with courses in accounting, bookkeeping, finance, information systems, or a related area and five years of experience providing financial services to internal or external customers, which includes the use of a timekeeping, bookkeeping, accounting, or financial management system; or possession of an associate's degree with courses in accounting, bookkeeping, finance, information systems or a related area and seven years of related experience; or an equivalent combination of training and experience.

Established: 11-10-18

Revised: 06-20-25
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