

CITY OF MONROE
An Equal Opportunity Employer
JOB DESCRIPTION

TITLE: Finance Specialist

Shift:	Mon. – Fri. 8:00 am – 5:00 pm	FLSA Status:	Non Exempt
Employment:	Full-time	Civil Service Status:	Unclassified
Department:	Finance	Reports To:	Director of Finance

JOB RESPONSIBILITIES:

The Finance Specialist is responsible for all financial activities of the City relating to - accounts payable, payroll, income tax collection and financial reports; budgetary monitoring and reporting; inventory tracking; grant management and compliance; software management.

SUPERVISES: None

ESSENTIAL FUNCTIONS:

ACCOUNTS PAYABLE

- Administers purchasing function and P-card program
- Administers 1099 compliance and maintains vendor files
- Processes invoices and checks/ACH/wires & uploads positive pay file to bank

PAYROLL

- Verifies timesheets, employee changes and processes bi-weekly/monthly payrolls
- Pension and tax compliance and reporting
- Updates accruals
- Processes and reconciles vendor checks
- W-2 processing and filing

INCOME TAX COLLECTION

- Assists with all income tax daily activities: auditing returns, preparing correspondence, etc.
- Prepares monthly and annual reports.
- Performs collections of delinquent accounts.

OTHER

- Special assessments, Liability balancing, Capital asset inventory maintenance and reporting,
- Miscellaneous duties as assigned by the Finance Director.

Date Adopted:
October 30, 2015

Developed by:
William J. Brock
City Manager
City of Monroe, Ohio

CITY OF MONROE
An Equal Opportunity Employer
JOB DESCRIPTION

TITLE: Finance Specialist

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent.

Bachelor's degree (preferred) or Associate's degree and 3-5 years experience in government/public sector finance and accounting.

Word and Excel Spreadsheet experience required. Crystal Reports experience preferred.

Proficiency with all peripheral office equipment.

Ability to meet work deadlines, work with minimal direct supervision, and maintain efficiency and accurate production with constant interruptions.

Good oral and written communication skills are required.

REQUIREMENTS, CERTIFICATIONS, AND LICENSES:

Valid Ohio Driver License.

WORKING CONDITIONS:

This individual is rarely required to work more than a forty (40) hour week. Required attendance at night or weekend meetings is rare. Periodic advancement training may be recommended and/or authorized by the Director of Finance.

Most duties performed by this individual will take place indoors on City property. While performing the duties of the job the employee must be able to sit or stand for long periods of time. The employee must also be able to frequently stoop and/or crouch. A ladder is occasionally used to reach supplies.

Nature of the work is such that there is a minimum of undesirable conditions. Danger of injury, illness or physical harm associated with the job is minimal.

Date Adopted:
October 30, 2015

Developed by:
William J. Brock
City Manager
City of Monroe, Ohio

CITY OF MONROE
An Equal Opportunity Employer
JOB DESCRIPTION

TITLE: Finance Specialist

This employee is frequently required to listen with comprehension and be able to respond orally to communicate assistance or service.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. Further, job descriptions may be amended from time to time by the City Manager with or without notice or approval of the employee.

Date Adopted:
October 30, 2015

Developed by:
William J. Brock
City Manager
City of Monroe, Ohio