



## **JOB POSTING FINANCE SPECIALIST**

**Department: Finance**  
**Location: City Hall**  
**Hours: 8AM to 4PM**

**Division: Finance**  
**Classification: Non-Exempt**  
**Salary Range: \$45,000 to \$60,000.**

**GENERAL PURPOSE:** The Finance Specialist is responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient and accurate operations. This position will be largely responsible for basic accounting/finance functions and assisting the general public and finance department with daily occurrences of the City.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Finance Director and the Assistant Finance Director. Additionally, this position works under the general advisement of the City Manager as assigned.

**SUPERVISION EXERCISED:** There is generally no supervision included within this position.

**ESSENTIAL FUNCTIONS:** Responsible for general duties and clerical activities for the Finance Department, including but not limited to:

- Provides customer service for the financial services of the City, which include, but are not limited to, utility inquiries and general finance inquiries.
- Responsible for utilizing the City's financial application to process accounts receivable, accounts payable, and invoices for payment.
- The position will process requisitions and payment requests verifying the accuracy of submitted documents. This will include paying vendors via check, ACH, and credit card.
- Responsible for maintaining vendor records and issuing 1099s.
- This position is responsible for posting and depositing receipts collected in the accounting software; verifies and tracks receipts.
- Assists with the payroll function.
- Assist the Assistant Finance Director with daily, monthly, and yearly reconciliations and financial reporting.
- Assist the Assistant Finance Director and Finance Director with the annual financial statements and external audit.
- Assists the Assistant Finance Director on utility procedures, including but not limited to; creating work orders for the City's service department; billing and receipting utility transactions; assists customers with utility sign-up, service changes, cancellations, and receipt of utility payments.
- Cross-training will be provided to ensure the ability to cover the responsibilities of the Assistant Finance Director in the event of short-term absence of that position.
- Other finance related services may be requested, including but not limited to taking minutes for City finance committee meetings.
- Demonstrates confidentiality and discretion in dealing with potentially sensitive issues.

- Demonstrates regular and predictable attendance.
- Ability to create and maintain effective working relationships.
- Microsoft Office Skills

**PREFERRED QUALIFICATIONS AND SKILLS:**

Education and Experience:

- High School graduate or GED. Associates Degree in financial concepts, accounting, public administration, business administration, or a closely related field; and
- Experience with finance concepts or with general businesses practices; or
- Any combination of training and/or experience in a similar field.

Necessary Knowledge and Abilities:

- Knowledge Of:
  - Municipal government procedures, rules and regulations, and how they apply to the development of financial practices, with a focus on accounts payable and accounts receivable.
  - Payroll systems, basic accounting, and basic bookkeeping.
  - Basic office practices and procedures.
  - Basic records management.
- Ability To:
  - Work accurately with numbers including basic addition, subtraction, multiplication, division, and percentages.
  - Carry out detailed written or oral instructions.
  - Complete routine forms
  - Respond to routine and complex inquiries from the public.
  - Handle maintain financial records in a prescribed manner.
  - Communicate concepts and factual financial terms and numbers effectively both orally and in writing.

**It is the policy of the City of Huron to seek and employ the best-qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training: and to administer these activities in a manner that will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.**

**QUESTIONS REGARDING THIS POSITION MAY BE DIRECTED TO:**

*Andrea Rocco, Personnel*

(419) 433-5000 x1104

[andrea.rocco@huronohio.us](mailto:andrea.rocco@huronohio.us)

**[APPLY NOW](#)**