



CITY OF MILFORD

AN EQUAL OPPORTUNITY EMPLOYER

Position Description



Position:	FINANCE SPECIALIST
Department:	FINANCE
Report:	FINANCE DIRECTOR
Class:	FULL-TIME CLASSIFIED NON-EXEMPT UNION
Hourly Range:	\$24.00/HR - \$27.07/HR

ABOUT THE ROLE

The Finance Specialist is primarily responsible for daily accounts payable functions within the City of Milford. Responsibilities include processing invoices and purchase order requisitions, administering a regular and timely schedule for vendor payments, maintaining asset schedules, assisting with utility payment collections, and other finance projects, reports, and budgetary analysis.

ABOUT YOUR BACKGROUND

Associate degree in accounting or bookkeeping or equivalent of at least two (2) years progressively responsible experience in finance, accounting, or public administration.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES

- Manage all accounts payable functions.
- Prepare and post all vendor payments, including but not limited to checks, ACH, and EFT.
- Review invoices for accurate pricing, proper taxation, appropriate coding, and adequate funding.
- Review and reconcile contractor pay requests.
- Maintain and review vendor accounts for accuracy including current W-9 information.
- Coordinate fixed asset and electronic device ledgers and reconcile with inventory.
- Prepare and post revenue, expense, and fund journal entries.
- Assist with month-end and year-end close of books including 1099 form filings.
- Assist vendors and customers by email, web portal, telephone, or in person.
- Assist with indigent burial records and forms.
- Evaluate current processes for improvement, document procedures for all technical processes.
- Participate in virtual and off-site ERP system training as needed.
- Process employee expense reports and verify adherence to City policies and per diem rates.
- Regulate and track City employee credit card business usage.
- Track and reconcile clothing allowance fringe benefits for City employees.
- Assist with audit preparation.
- Assist in annual budget preparation including trend analysis and forecasting.
- Prepare special reports via computer as requested by Director of Finance.
- Respond to concerns from the public.



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EXAMPLES OF ESSENTIAL RESPONSIBILITIES (continued)

- Function as support to Utility and Permitting Specialist for utility collections, waste stickers, building permits, and other functions.
- Submit monthly data to Ohio Checkbook.
- Maintain and update Finance record retention directives.
- Demonstrate regular and predictable attendance.
- Performs other related work as assigned.

This is not necessarily an all-inclusive list. While intended to be an accurate reflection of the current position, the City reserves the right to revise the position or to require other tasks as assigned.

ABOUT YOU

- Pleasant public relations skills with ability to use diplomacy and tact.
- Knowledge of accounts payable functions, audit standards, and basic accounting principles.
- Extensive knowledge of computers, including Microsoft Office, Word, Excel, and PowerPoint. An added plus is familiarity and experience using SSI VIP software.
- Ability to create and maintain effective working relationships with peers and the public.
- Ability to communicate in a clear and concise manner both verbally and in writing.
- Ability to gather, analyze, and interpret data with high level of accuracy.

EQUIPMENT

Knowledge of operation and use of office equipment including, but not limited to, personal computer, laptop, smart board, fax machine, copier, telephone, and printers.

PHYSICAL DEMANDS & INHERENTLY HAZARDOUS WORKING CONDITIONS

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the public. In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

RESUME: Please send resume to pwirthlin@milfordohio.org or Finance Director, City of Milford, 745 Center Street, Milford OH 45150

AA/EOE