



Title: Financial Specialist
Class Code: 1408

JOB DESCRIPTION

General Description:

The purpose of this classification is to perform administrative, and technical work as the City's Financial Specialist. This is a mid-level position that supports financial operations of the Finance Department. This position requires exercising a high degree of independent judgment on a diverse array of accounting activities within the department to include special projects, bank reconciliations, internal auditing function, assist in annual audit preparation, rate analysis, liaison for grants and grant administration for internal grants. This position also has a significant accountability and ongoing decision-making associated with his/her work.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Under general direction, of the Accounting Manager performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares year-end audit reports and schedules; knowledge of payroll: and performs related work as required.

Incumbent will perform the full range of routine and complex departmental accounting and record keeping programs under minimal supervision. Responsibilities require the use of tact, discretion, and independent judgment. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, municipal fund accounting, grants accounting and compliance; revenue auditing and tax compliance, and fiscal management. Specific responsibilities require for this position include but are not limited to the following:

- Bank Reconciliations
- Back up to Payroll Technician
- Processes and creates journal entries.
- Performs internal auditing of accounts receivable, payable, banks statements, utility accounts, grants and other areas as directed by the Finance Director.
- Assists with the annual audit.
- Performs grant accounting functions to ensure compliance with grant requirements.
- Researches and analyzes data; prepares reports.
- Performs fixed asset management duties.

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- Recommends and assists in the implementation of new or revised accounting systems, procedures, and records.

ADDITIONAL FUNCTIONS

Minimum Education and Experience Requirements:

Requires a bachelor's degree in Business, Finance, Accounting or closely related field; requires two years' experience in government accounting, finance or closely related experience; required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Experience in generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) guidelines, budget development and management principles are a plus.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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