



JOB DESCRIPTION

FINANCE SPECIALIST

FULL-TIME REGULAR

DEPARTMENT: FINANCE
SUPERVISOR: FINANCE DIRECTOR
FLSA: Non-Exempt
BARGINING: Non-Bargaining
SALARY: \$15.00

JOB SUMMARY:

Under the Finance Director's supervision, performs various clerical and routine accounting tasks in support of the Finance Department. This is advanced, specialized financial specialist work in direct support of the Finance Director.

ESSENTIAL DUTIES:

- Follows Personnel Policies and Procedures as set forth by the City of Belen;
- Posts entries, verifying and reconciling input to financial reporting system, processing payments and other financial reports;
- Responds to inquiries and contacts other departments and/or vendors to resolve a variety of problems;
- Occasionally prepares purchasing, travel, personnel or related documents;
- Reconciles various expenditure reports to source documents; distributes and files financial documents and reports;
- Prepares routine entries and posts financial transactions; reconciles entries and internal ledgers to financial statements;
- Researches processing problems, contacts departments and vendors to resolve accounting problems, and responds to inquiries by telephone or in writing; works complex problems to find solutions;
- Assists in preparation of financials such as quarterly reports, monthly reports and budgets;
- Assists in the preparation and performance of annual audits;
- Attends training sessions to maintain current knowledge and information in finance;
- Assists with verification of all costs incurred by departments;
- Assists with coordination of required audits ;
- Frequently uses computer skills for spreadsheets and data entry;
- Cross trains in other accounting positions as necessary to include Payroll and Accounts Payable, and Utility Billing.
- Other related duties as assigned.

QUALIFICATIONS:

- A Bachelor's degree in Accounting, Business Administration, Finance or related field *is preferred* but not required; Or an equivalent combination of education and related work experience must have good knowledge of basic accounting principles;
- One (1) year of specialized training directly related to accounting duties provided through professional workshops, in-service courses, or college credits;
- One (1) year of progressively responsible experience in a field directly related to accounting duties or an equivalent combination of education and experience;
- Basic data entry into excel spreadsheets and word processing skills;
- Ability to sort, check, count, and verify numbers. Acute learning skills a must;
- Ability to perform accounting procedures and reconciling of accounts;
- Knowledge of invoicing, accounts payable and accounts receivable;
- Ability to analyze and solve problems independently;
- Knowledge of cash management principles and/or procedures;
- Interpersonal communication skills, the ability to establish and maintain working relationships with co-workers, supervisors, other City personnel and the public a must. Oral and written communication skills essential.
- Ability to work independently and to complete daily activities according to work schedule with little or no supervision;
- Valid New Mexico's driver's license;
- Must pass a background check;
- Must pass alcohol and drug test and subsequent annual random drug testing.

TOOLS AND EQUIPMENT USED

Knowledge to include use of common office and business machines and equipment, computer and financial software, 10-key calculator, postage machine, copier, radio, telephone and/or pager.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands or finger, handle, feel or operate objects, or controls and reach with hands and arms. The employee is occasionally required to push and or pull. The employee must occasionally lift up to 10 pounds and move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Tasks require a variety of mental activities, generally involving eye strain, related to working many hours of number crunching and report compilation. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, discriminating thinking and creative problem solving. The noise level in the work environment is generally quiet.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.