

## **ADMINISTRATIVE FINANCE SPECIALIST**

### **SUMMARY/PURPOSE**

This classification is responsible for exceptional customer service when providing assistance in billing and collecting funds and processing payments, resolving issues submitted by customers, maintaining exceptionally accurate accounting records, and providing accurate and understandable data and information to those requesting it.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Research, collect, analyze, and summarize data to create or prepare complex reports, forms and documents.
2. Perform involved accounting tasks associated with Accounts Receivable (AR) and Accounts Payable (AP).
3. Establish, maintain, and perform office support services.
4. Perform data entry and information processing services.
5. Advise, assist, and train staff in accounting and office support services.
6. Provide service to the public and resolve complaints.

### **JOB REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

#### **Education & Experience Requirements**

1. Certification by the City's Joint Apprenticeship Training Committee (JATC) upon completion of the Finance Technician Training Program, OR
2. An associate's degree in accounting plus two years of related, full-time, professional accounting experience, OR
3. Five years of related, full-time professional accounting experience.

#### **Knowledge Requirements**

1. Knowledge of Generally Acceptable Accounting Principles (GAAP).
2. Knowledge of modern office methods, procedures, and equipment.
3. Knowledge of alphabetizing, indexing, and filing methods.
4. Knowledge of mathematics.
5. Knowledge of the methods, practices, and terminology used in financial and statistical recordkeeping.
6. Knowledge of accepted, effective office practices.

#### **Skill Requirements**

1. Skill in using various computer application software packages to accomplish work.
2. Skill in performing difficult accounting tasks and making accurate computations.
3. Skill in comparing and proofreading names, numbers, and other data accurately and rapidly.
4. Skill in computing charges, counting money, making change, and issuing receipts.
5. Skill in operating data entry, computing, duplicating, calculating, adding, and other office equipment.
6. Skill in establishing, organizing, maintaining, and updating manual and electronic files and records.

- 7. Skill in locating, classifying, and interpreting a variety of financial and statistical data.

**Ability Requirements**

- 1. Ability to interpret questions, provide satisfactory explanations, and resolve complaints.
- 2. Ability to write legibly.
- 3. Ability to understand and execute complex policies/procedures and oral/written instructions.
- 4. Ability to work independently and exercise discretion in absence of specific instructions or supervision.
- 5. Ability to organize and prioritize work.
- 6. Ability to learn and explain a wide variety of technical procedures and policies.
- 7. Ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates, and the public.
- 8. Ability to obtain job-related certifications if required by the employer.

**Physical Ability Requirements**

- 1. Ability to sit, stand, walk, push, pull, stoop, reach, finger, and handle.
- 2. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC).
- 3. Ability to perform LIGHT WORK (defined as lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds).

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