



## CITY OF BUNNELL

<b>Job Title:</b>	Finance Specialist	<b>Job Category:</b>	Clerical
<b>Department/Group:</b>	Finance	<b>Job Code/ Req#:</b>	
<b>Location:</b>	City of Bunnell, FL	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>		<b>Position Type:</b>	
<b>HR Contact:</b>		<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> <b>BunnellHR@bunnellcity.us</b> Fax: 386-437-7503 <b>Attention:</b> HR Department		<b>Mail:</b> Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
<b>Job Description</b>			
<p><b>Job Purpose:</b>          As Finance Specialist this position is responsible for operations relating to city finances and revenues, including the preparation and maintenance of financial records, deposit preparation, revenue receipt and monitoring, accounts payable, accounts receivable, payroll, and financial reporting.</p> <p><b>This position reports to Finance Director.</b></p> <p>The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Processes payroll including direct deposit transmission, payment of appropriate payroll taxes and other deductions.</li> <li>• Review employee modifications that affect payroll transactions changes by comparing system settings with Personnel Action forms.</li> <li>• Compile and analyze payroll data for routine and special reporting.</li> <li>• Conducts routine reviews of a variety of records by examining, verifying and reviewing accounts, invoices, bills, vouchers and records.</li> <li>• Prepares invoices for payment. Processes Accounts payable.</li> <li>• Maintains files of all assigned functional areas insuring proper State records retention requirements are met.</li> <li>• Assists in various accounting functions.</li> <li>• Reconciles P-Cards and maintains records on all transactions.</li> <li>• Compiles and maintains documents, such as invoices and checks, substantiating business transactions.</li> </ul>			



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- Prepares vouchers, invoices, checks, account statements, reports, and other records.
- Prepares and reconciles the daily deposits submitted by the Utility Clerk, other staff, and on-line bill payment process
- Process misc. receivable invoices and payments.
- Monitor State and other revenue electronic payments. Process appropriate misc. receipt to properly record receipt of revenue.
- Reviews purchase requisitions for budget compliance and obtain required approvals as set forth in the Purchasing policy.
- Prints and distributes approved Purchase orders.
- Prepares various financial reports as requested.
- Assist in the Annual Audit and preparation of required audit schedules.
- Other duties as assigned.

### Knowledge/Skills/Abilities:

- Must possess 5 years of accounting experience and procedures
- Understanding and skill with basic office practices
- Thorough understanding of MS Office software including Excel
- Excellent communication skills.
- Proven leadership and supervision abilities.
- Ability to work with the public.
- Ability to maintain effective working relationships with other department heads, public officials, and financial institutions.

### Educational Requirements:

- Minimum of a High School diploma or equivalent. An Associate's Degree in Accounting or a related field (i.e., finance, business administration) is desirable.
- Five years' experience working in a business or government setting with demonstrated managerial and administrative ability. Background in municipal finance is desirable.
- Employment history demonstrating progressive responsibility, including work with professional service providers and the general public.
- Employment history demonstrating supervisory responsibility.

### Professional Licenses:

Must possess a valid Florida Driver's License

### Work Environment:

Work is generally performed while sitting, in an office environment, with a computer and telephone. Some lifting of forms and small equipment is required.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By		Date:	
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**CITY OF BUNNELL**

Director:			
Approved By City Manager:		Date:	
Last Updated By:		Date/Time:	