

South Jordan City

Job Description

Title: Finance Specialist
Org: 100120
Pay Grade: 15

Effective Date: 6/5/17
FLSA: Non-Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform a variety of intermediate financial accounting duties and provide staff support to the Finance Department.

SUPERVISOR

Associate Director of Finance

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform support duties as needed.

Assist in preparation of City's internal and external financial reports.

Provide input and support to departments regarding citywide strategic goals.

Monitor and track citywide strategic goals and performance measures.

Collect pertinent information through research, audits, surveys, etc.

Interface regularly with finance, budget, and utility billing staff and provide support and assistance.

Monitor project revenues, expenses, development agreements, project time lines, and reprogramming of available funds.

Monitor and track capital improvement projects through project management module in Munis software.

Assist with City's external audit by compiling required documentation.

Perform Utility Billing functions as assigned by the supervisor.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Associate degree from a regionally accredited college or university with major course work in business, finance, or related field.

AND

B. Three (3) years of experience related to above duties.

2. Special Qualifications:

Valid Utah Class D Driver's License

3. Knowledge, Skills, and Abilities:

Knowledge of City government functions.

Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Knowledge of accounting principles and practices and the analysis and reporting of financial data. Working knowledge of payroll and accounts payable functions; working knowledge of entering data into a computer program, working knowledge of personal computers, spreadsheets, and internet access products.

Knowledge of office equipment including, but not limited to: fax machines, copiers, printers, and computers.

Ability to work with co-workers, supervisors, elected officials, and public as needed.

Ability to communicate both verbally and in writing.

Ability to operate personal computer and Microsoft products.

Ability to take direction and to solve problems as required.

Ability to do mathematical calculations quickly and accurately; ability to update and maintain financial records using central financial computer system.

4. Working Conditions:

Incumbent of the position works in a safe, climate-controlled environment. Occasionally, tasks may require a variety of physical activities related to walking, standing, stooping, sitting, reaching, and light lifting. Talking, hearing and seeing are essential to performing required job functions. Common eye, hand finger and dexterity are needed. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Finance	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	No match