

POSITION DESCRIPTION FOR FINANCE DATA TECHNICIAN (Finance Department)

POSITION PURPOSE:

The purpose of this position is to help provide flexibility to all segments of the Finance department in the execution of payroll, accounts payable, accounts receivable, purchasing and other duties through the use of team approaches. The payroll function of this position adheres to very strict weekly and biweekly timelines with nonflexible deadlines. Other position functions require the same degree of timeliness but may be scheduled in a less rigid manner. Flexibility, attention to detail, a high degree of accuracy and precision and the ability to anticipate and seek out potential problems is mandatory for this position. In order to provide this level of service, the candidate must become knowledgeable in all facets of department functions, policies, procedures, and abilities. Detailed knowledge of all labor contracts as well as knowledge of how other areas of the City relate to the department will also be needed. Evening or weekend hours may be required at times with short notice.

ESSENTIAL RESPONSIBILITIES:

Become an active and productive team member.

Respect your team and the diversity of its members.

Accept and provide leadership to the best of your abilities.

Strive to learn and expand your occupational and life knowledge, skills and abilities.

Have the dedication to complete all required duties in an accurate, professional and timely manner.

Maintain a professional appearance, positive work ethic, and pleasant disposition towards all.

Maintain a consistent, punctual, and reliable attendance record.

ESSENTIAL DUTIES:

Compile and enter payroll and accounting data from source records and documents, verify correctness and completeness of all required records, schedule and coordinate batches of entered data for processing after thorough review and reconciliation of all records.

Audit all data to maintain internal control and accuracy including reconciliations to maintain accounting and payroll integrity.

Assist in the scheduling and oversight of processing disbursements and in the preparation of payroll reports.

Interact with Payroll, Finance and Human Resources staff, other City department personnel and vendors to resolve issues and/or respond to inquiries.

Record and reconcile labor distribution for general ledger entry, including compiling employee time and hour reports for Human Resources.

Prepare and distribute time recording materials, payroll and A/P checks, notice of deposits, purchase orders and other work products.

Compile various reports and returns, including deferred compensation, insurance, savings, Federal and State deposits, and wage and hour data for workers and unemployment compensation.

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Prepare payment requests or tax deposits for credit union deductions, Christmas and bond savings, wage assignments, deferred compensation and other miscellaneous deductions.

Receive phone calls, visitors and assist customers at counter with courtesy and tact.

Become intimately familiar all applicable Software systems including Payroll, Finance, Time Keeping and various third party systems accessed through the internet.

Process, maintain, and update various departmental reports, files, computer databases, and other files.

Assist other office personnel with various duties and responsibilities.

Fill in for absent personnel (vacation, illness, etc.).

General clerical work such as filing, data entry, and record keeping.

All other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITY:

Familiarity of all department functions, policies, procedures, abilities, and the department's relationship to other City areas.

Ability to establish effective working relationships with the public and colleagues through the exercise of good judgment, courtesy, and tact.

Ability to learn and answer involved questions regarding departmental operations and procedures.

Ability to become familiar with state statutes and federal regulations; effectively convey this information to our customers, and apply it to the job duties and responsibilities.

Basic knowledge of accounting for payroll, accounts payable, accounts receivable and purchasing.

Ability to use Microsoft Office products quickly and effectively.

Capacity to learn and effectively use various computer systems.

Mastery of business English, spelling, punctuation, and mathematics.

Ability to understand, follow, and remember involved written and oral instructions, policies and procedures, while performing tasks effectively and maintaining a high level of accuracy and attention to detail.

Ability to resolve problems quickly and accurately under stressful conditions.

Ability to take control of difficult situations by anticipating problems, analyzing alternative solutions and initiating appropriate corrective measures within established regulations, prescribed policies, and procedures under stressful conditions.

Ability to give and follow detailed instruction and have effective oral and written communication skills.

Ability to train and lead peers in work assignments.

Ability to work extreme hours in a complex and demanding environment possibly involving overtime, evening, or weekend hours.

Ability to operate office equipment including computer terminals and adding machines.