



TOWN OF EDGEWOOD OPEN POSITION

FINANCE SPECIALIST

Position Class Code 1004

Date approved: 01/14/08

This is a two-page document

Position Purpose: Under limited supervision, provides a high level of finance support and accounting relating to budgets, accounts payable/receivable, payroll and general ledger, maintains accounting system and reconciles accounts, and processes and collects payments, prepares and distributes reports and documents.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent/(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Processes, analyzes, and reconciles accounting transactions in compliance with applicable federal, state, and local rules, regulations, and ordinances.
- Researches, audits and analyzes transactions and financial records to resolve questions and validate data; analyzes fiscal accountability and fund integrity for transactions, allocations, distributions, and maintains required documentation.
- Performs accounting activities involving accounts receivable, accounts payable and payroll; reconciles accounts to the general ledger; maintains filing systems for various receipts, invoices, and expenditure reports.
- Prepares and/or assists with the preparation of various financial statements and quarterly and year end summary reports.
- Monitors expenditures to ensure compliance with budgets, established variances between projected and actual expenditures.
- Reviews all invoices submitted by various Town departments for authorized signature, accuracy and completeness; establishes new vendor accounts; inputs all invoices.
- Prints checks and attaches copy of the check to the original invoice; presents checks to the Administrator/Clerk/Treasurer's Office for review and signature.
- Prepares employee enrollment and payroll information packets; creates and makes changes to employee payroll records; reviews timesheets for accuracy and completeness; inputs and checks payroll information.
- Monitors, prepares and submits employee withholding deposits, employee benefit and retirement deductions, and executes garnishments and other special withholding as directed.
- Prints paychecks and payroll registers; distributes checks and reports to Town Departments; sends direct deposit and tax instructions for payroll to the bank.
- Serves as a technical resource and maintains current knowledge and skills related to position duties, including but not limited to, State laws, rules and regulations, governmental accounting regulations, and other related position responsibilities.
- Coordinates administrative activities and assists with the preparation of Town budget and financial reports.
- Performs other work-related assignments as required.

Required Knowledge and Skills:

- Knowledge of State of New Mexico and Federal laws, regulations and administrative guidelines relating to areas of responsibility.
- Knowledge of Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements.

Finance Specialist

- Knowledge of Government Finance Officers Association (GFOA) standards, recommended practices and policies.
- Knowledge of Town of Edgewood ordinances, policies and procedures, and administrative requirements.
- Knowledge of Town of Edgewood Annual Budget, funding requirements and the Town budgeting and accounting system.
- Skill in performing mathematical calculations, data entry, proofreading, and filing.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in the accurate and timely recording of data in manual and automated systems.
- Skill in working under pressure of deadlines, establishing, and maintaining cooperative working relationships with Town staff, elected officials, state agencies, community organizations and citizens.
- Skill in communicating effectively orally and in the development of written documents, reports, and financial information.
- Skill in operating a personal computer and software applications.

MINIMUM QUALIFICATIONS

Education, Experience, Certifications and Licenses: *Work experience directly related to the essential functions of the position may substitute for education at a rate of one (1) year of experience for each thirty(30) credit hours of education.*

- o Bachelor's Degree in Management, Accounting, Finance or related discipline.
- o Three years of experience in finance, bookkeeping, and accounting operations.
- o Possession of a valid State of New Mexico Driver's license.
- o Must be bondable and insurable.

Environmental Factors and Conditions/Physical Requirements:

- o Work is performed primarily in internal environments with possible exposure to inclement weather, and varying temperatures.
- o Work requires regular and punctual attendance as well as attendance at meetings and special events outside the normal work schedule.
- o Subject to standing, walking, sitting, bending, reaching, kneeling, driving and lifting objects up to 10 pounds.
- o Work requires the ability to speak, hear, touch, and see.

Equipment and Tools Utilized:

- o Special Equipment includes computerized and conventional office equipment, and motorized vehicle.