

MAJOR FUNCTIONS

This is entry-level functional and technical work that includes a variety of routine administrative and technical financial tasks to modules utilized by areas such as financial reporting, accounts payable, accounts receivable, payroll, purchasing, and/or financial recordkeeping. Runs interfaces into the financial system, assuring sufficient budget for the expenses, if applicable, and assuring that the expenses or revenues are assigned to valid accounts. The incumbent does basic research and corrects common errors to assure the data from the financial and sub-systems are balanced and accurate. The incumbent ensures the required system interfaces have been run before monthly closings occur. The incumbent contacts department managers and staff as needed to correct problems found through the use of queries, system reports, etc. Work is performed under close supervision with review to ensure accuracy and conformance with prescribed policies, procedures and common practices. Work may also be reviewed through reports, feedback from customers and observations of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists with the verification, reconciliation, and correction of financial system data that is essential to the City's accurate monthly financial records. Assists with importing journals, performing edit checks, budget checks, and posts journals to the financial system. Clears basic errors through research and/or discussion with department staff. Runs queries and reports to assure the integrity of data being interfaced into the financial system. Assists with the preparation and posting of journal entries. Works closely with functional systems specialists on interfaces, journal entries, and queries as needed to balance and debug issues related to the affected areas. Assists with planning and executing various inter-departmental activities, such as monthly and fiscal year end close-outs and coordinating with City departments to complete assignments associated with same. Performs related duties as required

Other Important Duties

Serves as a team member on various departmental project teams as needed. Assists other departmental staff as needed with special projects.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities And Skills**

Basic knowledge of accounting or bookkeeping principles and practices. Knowledge of office practices and procedures. Basic knowledge of computers and related software applications, such as Microsoft Office Suite (especially Excel), and familiarity with bookkeeping, financial, or ERP software systems. Ability to accurately perform data entry and handle numerical details with attention to accuracy. Ability to analyze basic financial data and reconcile simple differences, explain variations, and determine corrections needed. Ability to understand and follow technical oral and written instructions. Ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to run required queries and reports from relational database systems. Must possess skills necessary for good customer service.

Minimum Training And Experience

Possession of an associate's degree in accounting, information systems, computer science or business administration or a related field, and one year of related administrative, systems, or financial work experience, that includes the use of a relational database system; or an equivalent combination of training and experience.

Necessary Special Requirements

For designated positions, must possess a valid Class E State driver's license at the time of appointment.

Established: 05-29-04
07-13-09*
08-22-15
02-09-22
06-17-25