

MAJOR FUNCTIONS

This is functional and technical work that includes a variety of technical financial tasks for day-to-day operational support for modules utilized by areas such as financial reporting, accounts payable, accounts receivable, payroll, purchasing, and/or financial recordkeeping. Reviews, processes, and maintains financial records and data that have been interfaced into the City's financial management system. Work is semi-routine where tasks are covered by procedure or precedents, but some latitude is permitted to consider the most appropriate technique, method, or procedure to follow. Work is performed under general supervision where the work assignments are varied, although subject to instructions and established work routines, the employee is permitted some latitude to set own priorities subject to supervisor's approval. Work is reviewed through conferences, analysis of work, reports, and observation of results obtained.

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

Receives, reviews, verifies, reconciles, and corrects financial data that is essential to the City's accurate monthly financial records. Troubleshoot system issues and escalate technical problems as needed. Assist in the configuration, testing, or implementation of system upgrades, patches or new features. Imports journals, performs edit checks, budget checks, and posts journals to the financial system. Clears errors through research and/or discussion with department staff. Runs queries and generates reports to assure the integrity of data being interfaced into the financial system. Prepares and posts journal entries. Train and support system users across departments. Prepares accounting and fiscal reports, statements and summaries. 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 various inter-departmental activities, such as monthly and fiscal year end close-outs and coordinating with City departments to complete assignments associated with same. Post transactions to proper accounts. Prepares and maintains correspondence, files and standard operating procedures. 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**

Knowledge of accounting or finance principles and practices. Knowledge of office practices and procedures. Knowledge of computers and related software applications, such as Microsoft Office Suite (including Excel) and familiarity with accounting or ERP systems. Working knowledge of various modules of the City's financial or business ERP systems and their relationship to the General Ledger. Ability to analyze moderately complex data and reconcile differences, explain variations, and determine corrections needed. Ability to troubleshoot and resolve basic functional technical issues with financial systems. Ability to understand and implement 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 and analyze 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 three years of relevant experience supporting financial or Enterprise Resource Planning (ERP) systems in a government or non-profit setting, or an equivalent combination of training and experience.

Note: Preference may be given to applicants who have experience with common ERP systems used in a government or nonprofit setting.

Necessary Special Requirements

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

Established: 08-22-15
06-17-25