

City of Sammamish Position Description

POSITION TITLE: Finance Specialist I
DEPARTMENT: Finance Department
REPORTS TO: Accounting Manager
FLSA STATUS: Non-exempt
SALARY RANGE: \$52,994-\$72,527 Per Year (Grade I)

GENERAL PURPOSE:

Responsible for all accounts payable and 1099 annual statements, distributes all incoming invoices to the appropriate department for authorization and coding, inputs the completed invoices into the computer system, processes and inputs completed purchase orders, processes and runs all related reports, and processes and produces the payable warrants in a timely manner. The accounts payable responsibilities involve answering questions and producing information for vendors, employees and the general public. Make daily bank deposits and assist cashiers with any cash receipting and/or balancing difficulties.

SUPERVISION RECEIVED:

Works under the supervision of the Accounting Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews accounts payable transactions to ensure compliance with established procedures and policies.
- Enters invoices into a computerized accounting system.
- Ensures accuracy of coding and mathematics for accounts payable transactions posted to the general ledger.
- Coordinates invoice approvals. Conducts bi-weekly check runs.
- Prepares 1099-MISC tax forms for vendors and the IRS. Requests W-9 forms from new vendors.
- Maintains accounts payable files in a timely and orderly fashion.
- Properly handles telephone calls, inquiries, and messages.
- Reconcile daily receipts activity to accounting system and make daily bank deposits.
- Back-up for Payroll
- Generate payable warrants and supporting reports for the City Clerk, City Manager, and Council.
- Administer the Purchasing Card Program and reconcile payments on a monthly basis.
- Maintain a backup file of all City contracts and maintain a list of expiration dates and “do not pay” list if documentation is missing. Coordinates with the City Clerk on issues of retainage calculations when contracts are finalized.
- Maintain authorized signature file and verify compliance.
- Performs other duties as designated by the Accounting Manager.

MINIMUM QUALIFICATIONS:

- High School/GED equivalent
- Three (3) years accounts payable and general accounting experience.
- Experience managing competing priorities and maintaining high standards for efficiency.
- Other equivalent combinations of education and experience may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:**Knowledge of:**

- Accounting practices and procedures.
- BARS governmental accounting system.
- Modern office practices, procedures and equipment.
- Computer operation and a variety of software programs, including spreadsheet, database, and word processing applications. Familiarity with automated financial management systems.

Skills / Abilities:

- Apply bookkeeping and financial record-keeping principles to the maintenance of fiscal and accounting records of above average difficulty.
- Learn to interpret, apply and explain laws, codes, regulations, policies and procedures.
- Research procedures of various agencies and WA State Laws, Contracts, Small Works Roster, etc.
- Make arithmetic calculations quickly and accurately.
- Plan, organize and prioritize work.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office machines including computers, calculators, faxes, and copiers.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is primarily required to sit, and occasionally required to stoop, crouch, talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

WORK ENVIRONMENT:

While performing duties of this job the employee works in an indoor office environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the job change.