



JOB DESCRIPTION

Finance Coordinator

Date Prepared: March, 2014

SUMMARY: Under general direction develops, administers, implements, and coordinates Finance training and programs; performs technical payroll accounting duties involved in the preparation and maintenance of the City's payroll system; collects organization data and conducts analysis involved with budget proposals, budget management, systems, and procedures; conducts research and prepares detailed reports and recommendations; and performs related work, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide responsible professional and technical assistance to management in the analysis, implementation, and monitoring of departmental programs; maintain a variety of financial records.
- Make recommendations for changes to programs, contracts, or rental agreements; perform administrative detail work; submit reimbursement requests; conduct surveys; perform research and statistical analysis, as requested.
- Prepare budget recommendations relative to assigned area of responsibility; research past expenditures and generate budget projections; track expenditures for adherence to budgetary boundaries; compile monthly, quarterly, and yearly operations reports.
- Review and generate reports for program compliance which include applicable laws, regulations and ordinances; attend various professional meetings, workshops, and other regulatory meetings as a representative of the City; provides responsible administrative staff assistance.
- Conduct analyses of municipal policies involving organization, procedures, and services; prepare high profile projects and reports.
- Author correspondence; maintain accurate project records, documents, and supporting material for department and ensure their proper disposition.
- Make recommendations relating to studies and surveys; assist in the design and production of technical information and document; respond to complaints and requests for information from the public, other agencies, and City staff; may be assigned direct responsibility for the work of other clerical staff in the department; efficiently utilizes computer and computer software.
- Perform payroll duties; submit employee/employer taxes and returns; respond to subpoenas and payroll verifications.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Graduation from a recognized college or university with a Bachelor's Degree in Public Administration, Business Administration OR closely related field AND five years progressively responsible Finance experience including experience with budget development/management and payroll processes. Specific Finance experience with a municipality may substitute for two years of education on a year-for-year basis, with 30 semester units equal to one year.

Knowledge of:

- Laws and regulations pertaining to payroll processes.
- Principles and practices of public administration and organization applicable to a local agency.
- Administrative techniques, including principles of organization, budgeting, and personnel administration; accounts payable and receivable.
- Statistical methods and methods of graphic presentation.
- Modern office methods, practices, procedures, and equipment, including Microsoft Word, PowerPoint, and Publisher software programs, spreadsheets such as Excel, and calendaring programs such as Microsoft Outlook.
- Elements of technical business writing with proper usage of English, vocabulary, spelling, punctuation, and grammar.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Performing complex calculations on a 10-key calculator by touch.
- Gathering and analyzing data.
- Composing clear, concise, and grammatically correct correspondence; reading, interpreting and applying information from complex technical materials (i.e., ordinances, contracts, resolutions, rules, and regulations).
- Performing difficult and responsible clerical work and administrative duties involving use of independent judgment, discretion, and confidentiality.
- Effectively present instructions and information, in writing and orally, to the general public, outside agencies, and fellow employees.
- Making routine arithmetical calculations with speed and accuracy; prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Using patience, tact, and courtesy in dealing with the public; working harmoniously with departmental personnel.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid California Class "C" driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.