FINANCE GENERALIST

POSITION SUMMARY

The Finance Generalist will assist in many facets of finance including, but not limited to: Accounts Payable, Collections, Cash Receipting, Purchase Card Management, Expense Oversight, and some Budgeting and Forecasting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process daily accounts payable transactions, including, but not limited to, preparing and processing invoices and payments, and ensuring payments are timely and accurate.
- Submit payable checks to Positive Pay and resolve any discrepancies.
- Process and monitor budgeted Subsidy payments.
- Reconcile vendor statements.
- Research and resolve purchase orders, contracts, invoices, and payment discrepancies. Document and correct any and all discrepancies.
- Monitors budgeted expenditures as part of internal control processes.
- Identify opportunities to improve efficiency and effectiveness of current processes.
- Preparation of a variety of administrative and financial reports.
- Process annual 1099 forms.
- File quarterly ND Sales Tax for various city departments.
- Assist with digital file archiving of finance documents.
- Maintain, monitor, and balance control and clearing accounts related to Accounts Payables and Accounts Receivables with the General Ledger.
- Prepare weekly bank deposits and process non-sufficient fund checks.
- Manage the city charge account authorizations.
- Collection of outstanding Accounts Receivables.
- Assists with the annual external audit.
- Manages the purchasing card program including, but not limited to, data input, approval and completion of employee transactions, balances statements, and reviews and ensures travel guidelines are met.
- Prepare and process annual Accounts Receivable write-offs.
- Process Bankruptcy paperwork with Utility Billing, City Attorney, and Deputy City Administrator.
- Prepare journal entries for posting.
- Custodian of finance petty cash.
- Cross train and provide backup to Accounts Receivables.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities: (position requirements at entry)

- Executes work with precision, speed, and the ability to work under general supervision.
- Capable of understanding and following both oral and written instruction.
- Knowledge of basic accounting and bookkeeping procedures.
- Skilled in documenting new processes and troubleshooting procedures.

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- Proficient in English usage, spelling, vocabulary, grammar, and punctuation.
- Familiarity with City departments.
- Knowledge of Microsoft Suite applications.
- Establishes, maintains and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to work independently and as part of a team.
- Knowledge of fund and cost accounting.
- Comply with strict deadlines and prioritize workload.
- Ability to solve complex problems where end results are reviewed by supervisor.
- Requires a great deal of independent decision-making. Errors in judgement could significantly affect the operations of one or more lines of business operations.
- Develop objectives and general policies and procedures for area of responsibility within the general scope of established operational goals and plans.

QUALIFICATIONS

Education and Experience (position requirements at entry):

- High School Diploma or GED
- Two + years of general accounting experience.
  Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License

Environment

- Positions in this class typically require: sitting, standing, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting of objects of light weight may be required.
- Work related travel is minimal.

Classification: Grade 13 (G-13)
FLSA: Non-Exempt
Updated to new format:
Approved by CSC:
Approve by City Commission: 7/16/2024 reclassify Accounting Technician-Grade 12 to Finance Generalist-Grade 13.

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Updated: 7-10-24 by Linda Carlson, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.