

FINANCE SPECIALIST

POSITION SUMMARY

The Finance Specialist performs professional level financial and accounting duties in support of the Citywide accounting functions such as accounts receivable, accounts payable, payroll, retirement, special assessments, reconciliations, fixed assets, construction-in-progress, debt, and grants.

RESPONSIBILITIES

Essential Duties:

- Monitors, coordinates and performs analytical review of financial activities in support of the Citywide accounting system.
- Provides staff support, direction and interpretation concerning how to accurately code and record financial data.
- Assists in the preparation of financial reports and annual budget. Closes year-end financial period.
- Assist in coordinating and maintaining the personnel and benefit forecasting and budgets.
- Record, classify, and maintain the city fixed asset records
- Ensure appropriate insurance coverage is carried on all city vehicles, equipment, and property. Assign insurance costs based on departmental asset ownership.
- Cross-train and provide backup for accounts payable, payroll, special assessments, and administration permitting.
- Prepare and post journal entries.
- Oversees external retirement plans with the plan providers and the City's actuary firm to ensure employer costs are properly allocated and accounted for.
- Obtain records from retirees. Calculate and manage monthly distribution of OPEB payments.
- Coordinate and compile the annual Longevity payment.
- Perform consistent internal audits of various financial processes and procedures of City departments.
- Provide grant administration and tracking of pass-through grants received for various outside organizations.
- Facilitate management of capital improvement projects to include assisting with funding, expense monitoring, financial records contributed capital, and capitalization of final project. Keep detailed financial records for the purpose of annual external audit.
- Perform monthly bank reconciliations.
- Process's and maintains capital leases.
- Conducts daily tasks and make decisions autonomously, without the need for immediate supervisor direction or review.
- Frequent interaction with others and builds relationships.
- Explores alternative and creative solutions to address needs.
- Maintains records of City long-term debt.
- Performs other duties of a similar nature or level as required.

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Knowledge, Skills, and Abilities :

- Fund and cost accounting practices and procedures.
- The application of accounting principles to the financial statements with the ability to analyze financial information and other related documents.
- Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board Statements and Interpretations (GASB).
- Problem solving and analytical skills.
- Ability to organize and prioritize tasks as well as solve complex problems to maximize efficiency and meet deadlines with minimal supervision.
- Knowledge of payroll garnishments, and benefit distribution.
- Knowledge of personnel rules and regulation manual, classification and compensation plan as well as various applicable payroll regulations.
- Pertinent Federal, State, and Local laws, codes, and regulations relating to employment law principles and practices.
- Perform basic math calculations, including percentages, fractions and concepts of the City's budgeting system.
- Maintain confidentiality and exercise good judgement.
- Ethical conduct by being honest, forthright, and professional in all interactions.
- Skilled in documenting new processes and troubleshooting procedures.
- Exhibits good judgement, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to build rapport with others and develop and facilitate teamwork within different functional areas.
- Strong analytical and decision-making skills to address an issue and recommend a solution.
- Adaptable and flexible in the face of frequent changes, delays, unexpected events, and a dynamic work environment.
- Ability to work independently and as part of a team.
- Readiness to address unfamiliar issues and willingness to test out new techniques.
- 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.
- Establishes, maintains, and fosters positive and harmonious working relationships with individuals encountered during the course of works.
- Regularly tackles intricate problems with the outcomes subject to supervisor review.
- Handles sensitive and/or complex information.
- Communicate verbally and in writing.
- Interpret and apply policy and procedures.
- Familiarity with City departments and functional responsibilities.

Education and Experience:

- Bachelor's degree in accounting preferred or Associates Degree in related field.
- Three to five years of general accounting and payroll experience.

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- Or an equivalent combination of education and experience.

Special Requirements:

- Valid Driver's License
- North Dakota League of City's Auditors Certification within one year of employment.

Environment:

- Positions in this class typically require: sitting, standing, walking, talking, hearing, seeing and repetitive key stroke 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 or objects of light weight may be required.
- Work related travel is minimal.

Classification and History:

Fox, Lawson and Associates Rating: B24

Position Designation: Senior Operator

Civil Service Commission approved new classification on 8-8-05

Updated and Civil Service Approved on 03/19/07

04/18/08 – Civil Service Annual Review – No Changes

Classification: Grade 15 (G-15)

FLSA: Non-Exempt

Created and updated to new format: 4/12/17

Approved by CSC: 04/13/17

Approved by City Commission: 7/16/2024 Reclassify Accountant- Grade 14 to Finance Specialist – Grade 15

Updated By: Linda Carlson 1/10/19, HR Nameniuk 08/03/2021, 7/10/24 by DCA Carlson, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.