



Job Title	Finance Technician I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	7	Job Code	11093

Class Specification – Finance Technician I

Summary Statement:	
<p>The purpose of this position is to perform routine clerical and technical level accounting activities, which includes recordkeeping and reporting in support of accounts receivable, accounts payable, payroll, and revenue and cash management.</p> <p>DISTINGUISHING CHARACTERISTICS: This is the entry level class in the Finance Technician series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
25%	Works with stakeholders both internal and external to the City to respond to general inquiries, and provide general information and assistance with regard to accounting information and transactions, which includes the status of accounts, payments, issuance of checks, and available balances. Identifies and reconciles routine discrepancies between records and accounting systems, compiles supporting documentation, and creates record of corrective action. Receives and prepares routine revenue deposits from divisions or branches, reconciles cash and credit statements, prepares bank deposit slips, allocates funds to appropriate accounts, verifies deposits with bank statements, ensures cashiers and terminals are adequately funded, and records financial information in accounting systems. Verifies accuracy of employees' time records, ensures that employees are paid accurately and on time, and analyzes data to ensure compliance with pertinent policies and procedures.
20%	Processes invoices for payment of goods and services, verifies contract rates and terms, and works with stakeholders to ensure timeliness and accuracy of payments. Tracks and maintains various ledgers, registers, and journals in accordance with



Job Title	Finance Technician I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	7	Job Code	11093

	established fiscal policies and procedures. Process tax levies, garnishments and child support payments. Process and remit employee benefits payments.
25%	Reviews routine accounting transactions, documents, and financial calculations in order to ensure correctness and accuracy of records and data, and ensure compliance with fiscal rules, policies, and procedures. Prepares and enters routine transactions into accounting systems for accounts payable, accounts receivable, and internal billing transactions, and ensures proper reporting in appropriate accounts. Prepares and assists with the preparation of routine accounting reports, statements, and documents, which includes gathering and organizing information and data. Create queries and reports using PeopleSoft and Excel.
20%	Process and verify accuracy of bi-weekly payroll, reconciliation of wire transfers, and check requests for payment of benefits, salary or wage adjustments, pay-line adjustments, ACH returns or reversals, collection and reimbursement garnishments, tax liens, and child support. Processes W-2's for yearend reporting, processes garnishments or reductions in pay. Process terminations, education reimbursements, retroactive pay increases, military differentials, awards processing and vacation sell backs. Withholds the proper taxes and deductions.
10%	Maintains compliance with federal, state, and local laws as well as city policies and procedures. Participate in studies and analysis. Maintains all pertinent manuals.

Competencies Required:
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



Job Title	Finance Technician I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	7	Job Code	11093

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:
 Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.
 Education: Equivalent to completion of the twelfth grade (high school diploma or GED).
 Experience: One year of full-time accounting or payroll experience or three years of responsible secretarial, clerical, or related support experience.

Education and Experience Equivalency:
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.
 Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Position has no responsibility for the direction or supervision of others.
Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



Job Title	Finance Technician I	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	7	Job Code	11093

Fiscal Responsibility: Prepares accounting, budget and employment actions, purchasing documents, and does research to justify language used in documents. Periodic responsibility for producing employee paychecks, including offline checks.

Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, 10 key calculator, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, specialized payroll software, and specialized accounting software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: May 2016