



Job Title	Finance Lead	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	12028

Class Specification – Finance Lead

Summary Statement:	
<p>The purpose of this position is to provide a variety of lead professional analytical, technical, finance, and accounting duties in regards to time and labor, payroll, and pension services by analyzing, studying, and overseeing projects as requested. Lead the Accounts Payable team on a variety of complex accounting duties including reviewing, auditing and approving vendor documents for payment and managing encumbrances. Oversee the payment processing and reconciliation of payments and analyzing expenditure transactions for appropriate documentation. Lead and collaborate with the accounts receivable team on a variety of detailed billing and accounts receivable functions. Perform paraprofessional accounting work maintaining a full set of financial records including summarizing accounting data and preparing financial reports.</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%	Oversee the accuracy of timesheets and reports related to time and labor by checking the accuracy of hours reported; code by employee against their work schedules and verify managers approvals or rejection of hours; verify unpaid leave, funeral, and jury leave as processed by Human Resources is in accordance with policies. Verify the eligibility of employees for vacation donations, sick leave advances, short term disability, long term disability, and worker’s compensation adjustments.
25%	Oversee 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 or review retirements, terminations, education reimbursements, retroactive pay changes, military differential, award processing, vacation sell backs, pension processing, payroll tax returns, and deferred compensation. Withholds the proper taxes and deductions.
25%	Oversee the accuracy of vendor documents (contracts, purchase orders and invoices) for payment by analyzing expenditure transactions for appropriate documentation.



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	<p>Oversee the payment processing and reconciliation of checks and ACH payments including positive pay files sent to bank. This will encompass approval of new vendor codes, approval of payments for both city and PPRTA payments from entry level finance positions. Responsible for training employees on proper policies and procedures and reviewing work product. Reconcile vendor accounts and researching invoices. Maintain and update all Accounts Payable processing manuals. Perform functional lead responsibilities for financial system upgrades, maintenance updates and issues with Production. Responsible for all encumbrances in financial system. Complete year-end processes including all 1099's for vendors and Purchase order rollover. Research and prepare reports on Accounts Payable and Visa data. Assist auditors with periodic and annual audits and/or performance of Visa audits and report findings to department managers. Lead on transition of Visa card program to Procurement department.</p>
15%	<p>Monitor trends in accounts receivable to improve efficiency; recommend and implement new technologies. Prepare a variety of reports using PeopleSoft and Microsoft Excel. Respond to customer calls and face-to-face interactions. Oversee daily balancing of city wide deposit activity. Interact on a daily basis with other department personnel ensuring data entry for invoicing and deposits is done in a timely and accurate manner. Train department personnel on pertinent City policies and procedures. Plan and hold quarterly accounts receivable roundtable meetings.</p>
10%	<p>Maintains compliance with federal, state, and local laws as well as city policies and procedures. Participate in studies and analysis. Maintains all pertinent manuals.</p>

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.
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



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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) supplemented by specialized training in accounting, bookkeeping, auditing, or a related field.
 Experience: Three years of full-time payroll, accounts receivable, accounts payable, and/ or general accounting 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: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

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.



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Fiscal Responsibility: This job title has responsibility for preliminary approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

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, 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