

Finance Specialist

1515.1 GRAHAM FIRE & RESCUE JOB DESCRIPTION

TITLE: Finance Specialist

GENERAL DEFINITION:

The primary function of the Finance Specialist is to represent the District and its mission in a professional manner and to perform a variety of advanced level financial services work.

The Finance Specialist is a full-time, non-exempt, overtime eligible position. The position provides finance and administrative-related support to the Chief Financial Officer (CFO). This position supports a variety of finance and records management duties, as needed, to keep the District and the Finance Division operating efficiently. Work will be reviewed for accuracy and additional tasks will be assigned, as needed, to meet the mission of the District and the Finance Division. This position may be the first contact for walk-in emergencies. The position may use personal discretion in performing day-to-day workflow as long as it coincides with the mission of the District.

SUPERVISION RECEIVED:

The Finance Specialist reports, and is responsible, to the CFO. Performance is evaluated through observation of daily activities, program effectiveness, and degree of harmony with citizens, co-workers and vendors.

SUPERVISION EXERCISED:

No formal supervision is exercised, however self-leadership, peer leadership, and change leadership are expectations of the District and position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying this position will be required to follow other job-related instructions and to perform other job-related duties requested by a supervisor. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of the position.

The Finance Specialist must have the ability to deal with the public in a friendly, courteous and professional manner. They must possess effective communication skills. In addition, this employee should have a basic knowledge of accounting procedures, and the ability to operate standard office equipment.

- Provide administrative support to the CFO, including composing and preparing a variety of reports, correspondence, memos, project objectives, project timelines, invoices, requisitions, and other documents.
- Establish and maintain a variety of complex or confidential records retention filing systems for the District, division staff, and areas of assignment.
- Prepare invoice payments for approval, accurately and in a timely manner.

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- Maintain vendor files, including but not limited to, invoices received, supporting documentation, W-9s, etc.
- Monitor, assign and verify account coding and related information.
- Research and manage warrants and checks. Process replacements when necessary.
- Maintain and reconcile District bank accounts, to include the General Fund, Reserve, GO Bond, Capital, Transport Revenue, Interim, and Petty Cash funds.
- Process accounts receivable transactions.
- Create, review, modify, and close purchase orders within the District's adopted financial processes and software system.
- Prepare, maintain and submit a variety of reports, including Unclaimed Property, Use Tax, 1099s, etc.
- Use various software applications such as Excel, Crewsense, the District's adopted financial software system, and other external websites to assemble, manipulate and format data.
- Timely distribution of a variety of financial records and reports.
- Research and review financial records, schedules, and reports.
- Assist with management, tracking and reporting of federal, state, and other grants.
- Assist the CFO with preparation of the District's annual budget.
- Assist with the maintenance of the general ledger, including development and maintenance of the chart of accounts.
- Reconcile District purchasing card transactions. Manage procurement card issuing to District staff and Board members, as well as maintain card distribution records.
- Create accounts receivable invoices, accept and post payments in financial system. Prepare bank deposits.
- Perform maintenance of District records including record retention and storage in accordance with the State of Washington standards and District policies..
- Assist with annual financial audit, annual accountability audit, and other District audits.
- Serve as alternate backup support for answering telephone calls, answering routine matters, and referring others to appropriate persons for a response.
- Communicate orally with the public in a face-to-face, one-to-one setting, small group encounters or by telephone.
- Enter and review various reports, day-to-day correspondence, and data files for accuracy and quality control. Maintaining a variety of records, logs, and files; locate materials and information in records and files, as required.
- Verify completeness of various divisional reports and correspondence, and provide follow-up, as needed.
- Handle confidential records. Prepare month-end and other critical reports.

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- Perform general clerical and filing duties, as directed.
- Perform other duties related to the position, as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of business English, spelling, and familiarity with methods, practices, and terminology used in purchasing and government accounting..
- Perform complex, paraprofessional accounting duties.
- Knowledge of the techniques related to records retention and maintenance.
- Perform financial and accounting calculations.
- Operate copy machines, computer keyboards, calculators, telephones, etc.
- Reconcile, balance and audit assigned accounts.
- A professional understanding of confidentiality due to the sensitive nature of certain communications with the organization.
- Research methods for report preparation and presentations.
- Applicable federal, state and local laws, rules and regulations related to accounting and assigned activities.
- Attend training programs to increase divisional and/or technical knowledge and skills.

Skill Level:

- Excellent oral and written communication skills with the ability to communicate effectively with various audiences and compose and/or edit general correspondence.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships with admin staff, line staff, and the general public.
- Proficient in operating a PC and software programs used by the District especially financial systems, Excel, Word, Outlook and PowerPoint.
- Follow-up skills.
- Organize and accomplish work assignments with minimal supervision.
- Self-starter.
- Solution-oriented problem-solver.

Abilities:

- Project a personal commitment to the mission, vision, and guiding principles of the District.
- Enter data accurately with precise attention to detail.
- Analyze data to generate reports.

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- Analyze situations and act appropriately and consistent with policies and procedures.
- Perform work in a professional, organized, accurate and timely manner with minimal supervision.
- Work effectively and harmoniously with command staff and employees at all levels of the organization, representatives from other fire and EMS agencies, local elected officials, and the general public under sometimes confidential and stressful situations.
- Support multiple divisions and people.
- Remain flexible and motivated in a fast paced and evolving environment.
- Work under pressure, meet deadlines, and adjust to changing priorities.
- Ability to understand and effectively execute complex oral or written instructions and to apply available guidelines to widely varying situations.
- Ability to differentiate between assigned projects and tasks and spontaneous assistance requests from other division members, and the ability to prioritize both.
- Follow verbal and written instructions.
- Travel between various work sites, as necessary, to fulfill the needs of the District.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- High School Diploma or equivalent.
- College-level education and/or continuing education that enhances the candidate's ability to perform the essential functions of the job.
- Four (4) years of increasingly responsible finance and/or accounting experience in a professional setting that adequately prepares the candidate for this positions.
- Comprehensive understanding of accounting principles and specifically Budgeting, Accounting and Reporting Systems (BARS) and GASB/GAAP principles.
- Prior accounting experience for a public sector employer.
- Proficiency with Microsoft Office Suite of software (Excel, Word, Outlook, PowerPoint, etc.)
- Requires a valid Washington State Driver's License and a driving record free of significant moving violations.

SPECIAL REQUIREMENTS:

- Pre-employment testing may be required, which would require a passing score.
- Must successfully pass extensive background check.
- Ability to speak, read and write the English language and apply information read to the assigned work.

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- Must be able to successfully complete a 12-month probationary period.
- Must be legally eligible to work in the U.S.

TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment, including but not limited to: computers, calculators, telephone systems, postage machines, copy machines, printers, fax machines, and other office equipment appropriate to the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position must be able to operate a variety of office equipment and audio-visual equipment. While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, walk, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee may occasionally climb, balance, stoop, kneel, or crouch.

The employee will frequently lift and/or move up to 15 pounds and occasionally lift or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Specific hearing abilities required by this job include the ability to hear and understand phone and radio transmissions in a typical office setting and/or in an environment which may contain background noise.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is performed primarily in an office, and may be performed outdoors, as needed.
- The work may be performed in emergency and stressful situations.
- The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

The examples of duties cited are intended only as an illustration of the various types of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the District and the employee, and is subject to change by the District as the needs of the District and the requirements of the job change.