



## CITY OF MILFORD

AN EQUAL OPPORTUNITY EMPLOYER

### Position Description



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Position:	<b>FINANCE SPECIALIST</b>
Department:	FINANCE
Report:	FINANCE DIRECTOR
Class:	FULL-TIME   CLASSIFIED   NON-EXEMPT   UNION
Hourly Range:	\$24.00/HR - \$27.07/HR

#### **ABOUT THE ROLE**

The Finance Specialist is primarily responsible for daily accounts payable functions within the City of Milford. Responsibilities include processing invoices and purchase order requisitions, administering a regular and timely schedule for vendor payments, maintaining asset schedules, assisting with utility payment collections, and other finance projects, reports, and budgetary analysis.

#### **ABOUT YOUR BACKGROUND**

Associate degree in accounting or bookkeeping or equivalent of at least two (2) years progressively responsible experience in finance, accounting, or public administration.

#### **EXAMPLES OF ESSENTIAL RESPONSIBILITIES**

- Manage all accounts payable functions.
- Prepare and post all vendor payments, including but not limited to checks, ACH, and EFT.
- Review invoices for accurate pricing, proper taxation, appropriate coding, and adequate funding.
- Review and reconcile contractor pay requests.
- Maintain and review vendor accounts for accuracy including current W-9 information.
- Coordinate fixed asset and electronic device ledgers and reconcile with inventory.
- Prepare and post revenue, expense, and fund journal entries.
- Assist with month-end and year-end close of books including 1099 form filings.
- Assist vendors and customers by email, web portal, telephone, or in person.
- Assist with indigent burial records and forms.
- Evaluate current processes for improvement, document procedures for all technical processes.
- Participate in virtual and off-site ERP system training as needed.
- Process employee expense reports and verify adherence to City policies and per diem rates.
- Regulate and track City employee credit card business usage.
- Track and reconcile clothing allowance fringe benefits for City employees.
- Assist with audit preparation.
- Assist in annual budget preparation including trend analysis and forecasting.
- Prepare special reports via computer as requested by Director of Finance.
- Respond to concerns from the public.



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#### EXAMPLES OF ESSENTIAL RESPONSIBILITIES (continued)

- Function as support to Utility and Permitting Specialist for utility collections, waste stickers, building permits, and other functions.
- Submit monthly data to Ohio Checkbook.
- Maintain and update Finance record retention directives.
- Demonstrate regular and predictable attendance.
- Performs other related work as assigned.

This is not necessarily an all-inclusive list. While intended to be an accurate reflection of the current position, the City reserves the right to revise the position or to require other tasks as assigned.

#### ABOUT YOU

- Pleasant public relations skills with ability to use diplomacy and tact.
- Knowledge of accounts payable functions, audit standards, and basic accounting principles.
- Extensive knowledge of computers, including Microsoft Office, Word, Excel, and PowerPoint. An added plus is familiarity and experience using SSI VIP software.
- Ability to create and maintain effective working relationships with peers and the public.
- Ability to communicate in a clear and concise manner both verbally and in writing.
- Ability to gather, analyze, and interpret data with high level of accuracy.

#### EQUIPMENT

Knowledge of operation and use of office equipment including, but not limited to, personal computer, laptop, smart board, fax machine, copier, telephone, and printers.

#### PHYSICAL DEMANDS & INHERENTLY HAZARDOUS WORKING CONDITIONS

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee may occasionally experience hostility from the public. In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**RESUME:** Please send resume to [pwirthlin@milfordohio.org](mailto:pwirthlin@milfordohio.org) or Finance Director, City of Milford, 745 Center Street, Milford OH 45150

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