



## City of Delaware Financial Specialist II

<b>SALARY</b>	\$57,096.00 - \$79,934.40 Annually	<b>LOCATION</b>	Delaware, OH
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	202300043
<b>DEPARTMENT</b>	Finance	<b>OPENING DATE</b>	09/19/2023
<b>CLOSING DATE</b>	10/2/2023 11:59 PM Eastern		

### Nature of Work, Essential Functions & KSA's

You can do great work and love what you do with the City of Delaware. We are an organization that succeeds because of teamwork, dedication, diversity, and the innovative spirit of all our employees. The City of Delaware is an award-winning local government organization known for its professionalism, customer service orientation and a strong commitment to distinctive and well-planned community development. The work environment is stable with excellent benefits and retirement packages. Our mission is to ensure an effective government, a healthy economy, being a safe city and welcoming you to be a part of this great community!

Under the direction of the Finance Director, the Finance Specialist II is responsible for performing accounting, bookkeeping, and payroll activities for the City. Work includes maintaining, verifying, and reconciling complex financial transactions, statements, records, and reports in order to assess the accuracy, completeness and conformance to reporting and procedural standards. This position exercises independent judgment, discretion, and initiative in completing assignments and includes partial supervision of other staff employees. Work is evaluated through conferences, reports, and observation. Position requires regular and reliable attendance.

#### **ESSENTIAL FUNCTIONS:** For purposes of 42 USC 12101

1. Prepares, maintains, analyzes, verifies, and reconciles complex financial transactions, statements, records, and reports; reconciles assigned accounts and makes adjustments as necessary.
2. Assists the Finance Director in the establishment of efficient procedures for processing all data and transactions relating to the purchasing, general accounting, and payroll records for the City.
3. Processing of requisition and purchase orders for all city departments.
4. Review and processing of vendor invoices for payment.
5. Review vendor statements and manage outstanding invoices.
6. Reconciliation of monthly credit card statements.
7. Processing of 1099s at year end.
8. Provide information to and assist city departments with questions related to accounts payable and receivable.
9. Prepares, posts, verifies and records payments and transactions related to accounts receivable.
10. Creates invoices as requested by departments and maintains customer records.
11. Has access to financial data used in monitoring department revenue/income.
12. Provides assistance to other departments in the preparation of financial records and documentation.
13. Ensures compliance with federal, state, and city regulations, city policies, procedures and budgets and principles of governmental accounting. Assists the Finance Director with the preparation of journal entries for financial statements

and with responding to inquiries relating to the annual audit.

14. Prepares and ensures all departmental and citywide information is gathered for the annual audit.
15. Assists the Finance Director with the analysis and preparation of the annual budget. Provides assistance to other departments with internal cost tracking of city services in conjunction with the annual budget.
16. Acts as a backup for payroll position.
17. Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **KNOWLEDGE**

- Basic accounting.
- Bookkeeping.
- Budgeting.
- Finance.
- Microsoft Office applications (e.g., Outlook, Word, Excel, Publisher, Access, Sharepoint, OneNote, and Teams) and other computer software.
- City and Department goals and objectives.
- City and Department policies and procedures.
- Government structure and process.
- Budget operations and procedures.
- Accounts payable, accounts receivable, and payroll processing and procedures.
- Federal, state, and local laws, codes, and regulations applicable to governmental accounting and payroll processing.
- Understanding of OPERS and OP&F pension programs and guidelines.
- Public accounting and finance practices and principles.

### **SKILLS**

- Excellent organization, attention to detail, accuracy, time management, and critical thinking skills.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Civic engagement and customer service.

### **ABILITIES**

- Understand, interpret, and apply laws, rules, or regulations to specific situations.
- Deal with variables, define and solve problems, collect, analyze, and interpret data.
- Maintain a high level of confidentiality about information within the office.
- Add, subtract, multiply, and divide.
- Calculate fractions, decimals, and percentages.
- Prepare correspondence.
- Compile and prepare reports.
- Understand and follow written and oral instructions, policies and procedures.
- Be honest, dependable, and trustworthy.
- Maintain effective working relationships.
- Communicate effectively, both in oral and written form.
- Exercise independent judgement and discretion.
- Work in a professional office environment.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts; to draw conclusions from financial data and identify accounts in need of detailed investigation.
- Initiate new procedures for maintaining effective and accurate financial records.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws and regulations in the performance of essential functions.
- Prepare accurate and complete reports and analyses through the use of queries from existing databases and spreadsheets.
- Flexible to changing priorities and deadlines.

- Monitor and evaluate the work of others.
- Work under pressure effectively.
- Process and provide backup for accounts payable position.
- Follow and interpret contracts and pay plans.

## Illustrative Examples of Work / Physical Requirements & Working Conditions

### PHYSICAL REQUIREMENTS

1. The majority of work is performed in an office environment where the physical demands require remaining in one place for extended periods of time; may work under stress of deadlines.
2. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively with others in person and over the telephone.
3. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written materials and documents.
4. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer.
5. Sufficient mobility and flexibility, with or without reasonable accommodation, which permits the employee to work in an office environment.
6. Sufficient ability and strength to lift, carry, or otherwise move objects up to ten (10) pounds for varying distances.

### EQUIPMENT OPERATED

Computer, copier, phone, scanner, and other standard/modern office equipment; computer software (e.g., Microsoft Office, MUNIS, CMI, Adobe PDF, and other applicable computer software).

## Training, Experience, and Qualifications

### QUALIFICATIONS:

### EDUCATION/EXPERIENCE

1. Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field or any combination of education.
2. Two (2) or more years of experience in accounting, payroll, or a related field.
3. Regular and reliable attendance
4. Any combination of training and experience which will indicate the possession of the skills, knowledge and abilities listed below.

## Supplemental Information / Special Requirements

### ADDITIONAL INFORMATION:

The City of Delaware offers a complete benefits package to full-time employees including: health, dental, and life insurance, retirement pension and savings plans, paid holidays, vacation, sick leave, and longevity pay and in many positions, paid uniforms or clothing allowance. This position is part of the Management Pay Plan. Details about the compensation and benefits for this position can be found in the agreement by clicking [here](#).

The information above is intended to be illustrative of the kinds of duties that may be assigned to the position and should not be interpreted to describe all the duties which may be required of employees holding this position.

*The City of Delaware is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA), the City of*

*Delaware will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

---

**Agency**

City of Delaware

**Address**

1 South Sandusky Street

Delaware, Ohio, 43015

**Phone**

740-203-1025

**Website**

<https://jobs.delawareohio.net/>