



CITY OF DELAWARE
invites applications for the position of:

Financial Specialist I

SALARY: \$23.05 - \$32.26 Hourly
\$47,944.00 - \$67,100.80 Annually

OPENING DATE: 01/19/23

CLOSING DATE: 02/02/23 11:59 PM

NATURE OF WORK, ESSENTIAL FUNCTIONS & KSA'S:

INTRODUCTION:

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 general direction of the Director of Finance, the Financial Specialist I is responsible for general office duties, including but not limited to the assistance in the financial and payroll operations. Duties include entering AP invoices, mailing of payments, filing, creating AR invoices, posting receipts, preparing, and making deposits, and following records retention schedules. Other duties include engaging in a moderate degree of judgment and decision making in the application of standard departmental procedures related to assigned division. Position requires regular and reliable attendance.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101

1. Collects and tracks payments from customers and creates invoices.
2. Enters and scans invoices from vendors for payment.
3. Determines resources needed to complete specified objectives.
4. Uses proper accounting processes for payments; makes receipts [as necessary] and maintains balances; insures all appropriate paperwork is completed; monitors outstanding accounts and executes actions necessary to collect earned revenues.
5. Responds to inquiries and complaints from citizens and other agencies.
6. Answering incoming telephone calls and assists walk-in customers by providing information.
7. Performs related duties as required.

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.
- Automated records and information systems, principles, and practices.
- Laws and ordinances governing retention and destruction of records.

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.
- Must be honest, dependable, and trustworthy.
- Prepare correspondence.
- Compile and prepare reports.
- Understand and follow written and oral instructions, policies, and procedures.
- 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 using queries from existing databases and spreadsheets.
- Flexible to changing priorities and deadlines.
- Work under pressure effectively.
- Process and provide backup for Financial Specialist II.
- Evaluate and analyze customer needs to provide exceptional customer service.
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial.

ILLUSTRATIVE EXAMPLES OF WORK / PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

EQUIPMENT OPERATED

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

PHYSICAL REQUIREMENTS

1. The primary duties of this class are performed in a public building environment.
2. Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone and communicate with others.
3. Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review, evaluate, and prepare technical documents.
4. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment including a personal computer and to operate a motor vehicle.
5. Sufficient strength to lift and carry objects, up to twenty-five (25) pounds for varying distances.
6. Sufficient body mobility, flexibility, and balance, with or without reasonable accommodations, which permits the employee to work in an office.

TRAINING, EXPERIENCE, AND QUALIFICATIONS:

QUALIFICATIONS:

EDUCATION/EXPERIENCE

1. Completion of high school (12th school grade) or possession of a GED certificate. One (1) or more years of experience in accounting, payroll, or a related field.
2. Regular and reliable attendance.
3. Any combination of training and experience which will indicate the possession of the skills, knowledge and abilities listed below.
4. Possess a valid motor vehicle driver's license.

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.

The City of Delaware, Ohio is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://jobs.delawareohio.net/>

Position #2022-00145
FINANCIAL SPECIALIST I
WF

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