ORGANIZATION: City of Newport **LOCATION:** Newport, Oregon
DEPARTMENT: Finance **DATE:** March 2013

JOB TITLE: Financial Specialist (I, II, III); Accountant Manager

PURPOSE OF POSITION:

Under the supervision of the Finance Director, perform a variety of accounting and clerical duties including: cash handling, court clerk duties, business license administration, utility billing, general ledger entry, accounts receivable, payroll, and accounts payable. The Accountant Manager also performs supervision of subordinate staff and duties which may include financial analysis and monthly/quarterly budgetary and financial reporting for city.

JOB CLASSIFICATION RANGES:

Financial Specialist I – Range 5 non-exempt
Financial Specialist II – Range 7 non-exempt
Financial Specialist III – Range 11 non-exempt
Accountant Manager – Range 15 exempt

ESSENTIAL JOB DUTIES:

The job duties of the Finance department fall under three progressively responsible classifications (A,B,C).
Classification A:

- **Cash Collections**
  - Process receipts for City services and fees such as court, room tax, and business licenses.
  - Process deposits of receipts from other departments to the Finance Department, checking for accuracy and completeness.
  - Maintain the Finance Department's petty cash fund, keeping it reconciled and replenished as necessary.
  - Receive and process water and sewer account payments, process any delinquency notices, shut-offs, reconnects, and new accounts.
  - Setting up payment plans as needed for customers who are unable to pay in full.
  - Process and distribute incoming and outgoing mail for City departments.
  - Respond to complaints from the public. **Represent the City of Newport in a friendly and professional manner offering assistance and direction as needed.**
- **Business Licenses**
  - Coordinate City business license application process from disseminating information to business owners through final license issuance.
  - Entering new Business Licenses customers into the computerized database.
  - Prepare/generate Business License renewal annually.
  - Review and process delinquent notices for nonpaying customers, work with Community Service Officer for customers who are unwilling to comply.
- **Accounts Receivable**
  - Perform accounts receivable duties including calculations of amounts due, preparation of billings and receipts, maintenance of cash receipts journal, balancing cash receipts, and preparing funds for deposit.
  - Set up and process all new and existing transient room tax payments.
  - Process Recreation Center fees/dues.
- **Accounts Payable**
  - Perform accounts payable duties including, but not limited to, preparation, verification, and encoding of requisitions, invoices, or other transaction documents to ensure appropriate approvals, verify mathematical accuracy, and adequacy of appropriations. Post to automated ledger. Produce payments.
  - Process approvals and payments for city procurement cards.

- **Utility Billing**
  - Coordinate collection activities for utility billing and court with clients and collection agencies.
  - Prepare/generate utility billings; review and correct billings for accuracy and conduct necessary research to resolve problems on accounts as needed. Set up new accounts; calculate and generate prorated billings as necessary.
  - Correspond and work with Public Works department for correction of problems that may arise with water and sewer accounts.
  - Perform journal entries for utility billing.
  - Enter new water and sewer customers into the computerized database; handle the application and payment of new water/sewer services for new development.
- **Payroll**
  - Prepare payroll-related documents, including entering data and maintaining accurate payroll records. Review submitted timesheets for accuracy and appropriate approvals. Clarify discrepancies. Produce payroll payments. Maintain related files. Respond to employee questions and concerns regarding payroll.
  - Process voluntary and mandatory payroll deductions; update reports, balance to payroll journal and general ledger, calculate and complete forms for payment of insurances, retirement, deferred compensation, and other employee benefits.
  - Prepare necessary payroll-related reports as scheduled including, but not limited to, quarterly and annual federal and state reporting requirements.
- **Court Duties**
  - Enter and maintain all data in the municipal court database, and maintain court records and files as designated in City ordinances and the State of Oregon.
  - Produce monthly or other periodic reports related to revenues and/or expenditures or utility billing/court as requested by management and other stakeholders.
  - Prepare all documentation and set up dockets for weekly municipal court sessions; prepare follow-up documentation and correspondence to court clients and affected agencies such as Department of Motor Vehicles. Respond to inquiries and requests for assistance by municipal court clients, members of Police Department and other departments as necessary. Perform administrative support duties for the Municipal Court Judge.

Classification B:

- Prepare journal entries and adjustments to accounts as necessary.
- Maintain fixed asset ledger and assist with physical inventories when necessary.
- Perform special projects as assigned by the Finance Director to include tracking of grants and associated paperwork and financials.

Classification C:

- Develop and maintain the fiscal records for grants, programs, or funds, including budget preparation and financial reporting; participate in the design, modification, and operation of the financial management, accounting and reporting systems.
- Plan, organize, coordinate and direct Finance department personnel and programs, including financial reporting/auditing, accounts payable and receivable, payroll, and utility billing. Conceive and implement new programs to educate and inform city personnel concerning employee benefits and/or compliance with state and federal regulations for safety, health and welfare in the workplace.
- Post revenue and expenditure controls to the general ledger; review and approve journal entries to reflect changes in subsidiary and general ledger balance sheet accounts, and other financial records including fiscal year end adjusting/closing journal entries.
- Participate in special projects, program development, data gathering and analysis, and budget preparation; prepare and present training material to acquaint department or other City employees on new or modified fiscal activities.
- Prepare and complete financial and cost analyses as necessary; monitor fiscal operations for compliance with generally accepted accounting principles; complete preparation and interacts with auditors who perform periodic reviews of financial records to determine the degree of accuracy, efficiency, and overall compliance in fiscal operations.
- Prepare and reviews a variety of fiscal reports to policy bodies and City management, either as part of regular procedures, such as following the monthly balancing of books, or as a part of a management request; submit

recommendations to management and implements approved recommendations regarding accounting policies and procedures.

- Review City accounting and treasury policies and procedures to ensure that adequate internal controls are developed and maintained.

Financial Specialist I:

- Perform a few Classification A tasks.
- Perform special projects as assigned by the Finance Director or the Accounting Manager.

Financial Specialist II:

- Perform several Classification A tasks.
- Ability to assist with all other Classification A tasks as needed.
- Perform special projects as assigned by the Finance Director or the Accounting Manager.

Financial Specialist III:

- Perform all Classification B tasks.
- Perform several Classification A tasks.
- Ability to assist with all Classification A tasks.
- Ability to assist with various Classification C tasks.
- Perform special projects as assigned by the Finance Director or the Accounting Manager.

Accountant Manager:

- Perform all Classification C tasks.
- Ability to assist with all Classification A tasks.
- Ability to assist with all Classification B tasks.
- Perform special projects as assigned by the Finance Director.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Financial Specialist I

- High School Diploma or GED
- Minimum one year experience in related field

Financial Specialist II

- High School Diploma or GED
- Minimum three years experience as a Financial Specialist I or related field (four years total experience)

Financial Specialist III

- High School Diploma or GED
- Associates Degree in Business/Accounting
- Three years experience in accounting
- Two extra years experience in accounting may be substituted for education (five years total)

Accountant Manager

- High School Diploma or GED
- Bachelors Degree in Business/Accounting
- Six years experience in accounting
- Four extra years experience in accounting may be substituted for education (ten years total)

KNOWLEDGE:

Financial Specialist (I,II,III):
General knowledge of City operations; knowledge of accounting procedures and practices, accounts payable and receivable functions; knowledge of legal procedures for the Municipal Court.

Accountant Manager:
Knowledge of governmental accounting theory, principles, and practices. Knowledge of internal control procedures, management information systems, office automation, computerized financial applications, payroll, and accounts payable functions. Knowledge of budgetary, accounting and reporting systems (GAAFR, GAAP, GASB). Knowledge of federal and state laws, rules and regulations relating to budget, and labor laws.

SKILLS:
Skill in the use of personal computer, various related software programs, and standard office equipment.

ABILITIES:
Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to prepare and analyze complex financial reports, maintain efficient and effective financial systems and procedures. Ability to communicate effectively, both orally and in writing, with individuals and groups. Physical ability to perform the essential job functions.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to twenty-five pounds. Manual dexterity and coordination are required more than 50% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where work period occurs under usual office working conditions.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name	Incumbent Signature	Date
Supervisor Name	Supervisor Signature	Date