



EMPLOYMENT OPPORTUNITY WITH THE CITY OF VERNON

FINANCE SPECIALIST

MONTHLY SALARY: \$4,356 - \$5,295
PLUS AN EXCELLENT BENEFITS PACKAGE

FINAL FILING DEADLINE

SUNDAY, SEPTEMBER 11, 2022, 11:59 PM OR WHEN WE RECEIVE THE FIRST 100 QUALIFIED APPLICATIONS, WHICHEVER OCCURS FIRST.

THIS RECRUITMENT IS TO FILL ONE FULL-TIME VACANCY IN THE [FINANCE DEPARTMENT](#) AND TO ESTABLISH AN ELIGIBILITY LIST TO BE USED FOR FUTURE VACANCIES.

SUMMARY: Under basic supervision, performs a variety of financial record keeping and reporting duties in support of assigned Finance Department functions including accounts payable, accounts receivable, business licensing, cashiering, and risk management; maintains a variety of accounting records, ledgers, logs, and files; assists in the preparation of financial documents and reports; provides quality customer service in answering questions, providing information and completing applications for City services and taxes; receives and records payments; enters data, and records incoming revenue for the City.

DISTINGUISHING CHARACTERISTICS: This classification is distinguished from the Finance Specialist, Senior by the performance of the more routine tasks and duties assigned across a variety of functional areas. Positions at this level are typically assigned to routine functional areas requiring less independent discretion and judgment in matters related to work policies, procedures and methods.

ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. This job flyer does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs a variety of financial record keeping and reporting duties in support of assigned area including accounts payable, accounts receivables, business license, cashiering, purchasing, and risk management; gathers, assembles, tabulates, checks, audits, posts, inputs, updates, maintains, files and distributes financial, statistical, personnel and related data; assists in establishing and maintaining accounts, journals and ledgers; prepares accounting entries to transfer funds between accounts; reconciles accounts; verifies fund balances and adjusts accounting records; maintains control of assigned funds and accounts; assists in the preparation of financial statements and reports; gathers and organizes data to assist management in the preparation of reports and recommendations; receives, balances and posts cash funds; maintains fixed asset records.
- Performs a full range of accounts payable duties including assuming responsibility for paying invoices, material requisitions, purchase orders, demands and general debts incurred by the City; reviews documents for validity and accuracy; researches invoices and obtains authorization for payment.
- Assists in the establishment of forms and procedures relating to financial record keeping methods; utilizes various computer applications and software packages; creates spreadsheets, enters data, and generates reports using spreadsheet software; creates documents using word processing software.
- Processes accounting documents and financial transactions in compliance with all applicable rules, regulations and procedures; duties may vary according to work assignment.
- Provides information, instruction and assistance to the public and others having business with the City; assists customers with requests, applications, government forms, and other documents; accepts and processes payments from walk-in customers and by mail; answers telephones, emails, greets the public, responds to and resolves customer service issues in a courteous and respectful manner; answers questions and resolves issues within scope of authority and City guidelines; refers matters requiring policy interpretation to supervisor for resolution; coordinates solution of customer service issues with other department staff.
- Computes and determines various tax liabilities and/or various permit fees along with explaining calculations and compliance requirements to the public.
- Processes requests for information, and attempts to resolve them by researching files and records; explains rules, policies, and procedures; explains the proper use and completion of forms and documents.
- Receives, processes and posts details of transactions such as licensing and permit fees and fines; opens and sorts incoming mail.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and financial transactions within designated limits; Prepares and submits required reports.
- Provides assistance in other Finance Department functional areas as assigned including payroll, risk management, and purchasing.
- Performs a variety of clerical functions, including typing, filing, and maintaining records; cross-trains as assigned.

MINIMUM QUALIFICATIONS- Education, Training and Experience Guidelines: High School Diploma or GED equivalent; AND two years of accounting, bookkeeping, purchasing and/or payroll and customer service experience.

Knowledge of:

- Basic principles and practices of payroll or accounting payment processing, bookkeeping, balancing registers, receipt processing procedures and records maintenance.

Skill in:

- Maintaining accurate and interrelated financial and technical records; Organizing tasks and meeting deadlines.

SELECTION PROCESS: Completed application packets will be reviewed and only the first 100 qualified applicants whose qualifications best meet or exceed the requirements of the position and needs of the City, will be invited to participate further in the selection process, which may include, a written exam and a panel interview. Candidates must be specific and complete in describing their qualifications for the position. Failure to state all pertinent information may lead to elimination from consideration. Applications must be [submitted online](#). If you submit multiple applications, only the most recent application will be considered. Copies of required certifications must be submitted with the application. Stating "see resume" is not an acceptable substitution for a completed application. To view the complete job description, please visit our website at www.cityofvernon.org. It is the applicant's responsibility to notify the Human Resources Department of any changes to their contact information. City of Vernon is an equal opportunity employer.

To apply for this position, please visit our website at:

<https://www.cityofvernon.org/government/human-resources/employment-opportunities>

Any questions, please contact: Lisette Grizzelle, Sr. HR Analyst at (323) 583-8811, ext. 166