



FINANCE SPECIALIST

Definition:

Under general supervision, provides the day-to-day accounting activities associated with **governmental** accounting.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks:

Analyzes and reconciles a variety of general ledger accounts based on “governmental fund accounting” including preparing and posting appropriate journal entries, researching and resolving problems, preparing bank reconciliations and periodic reports of account status. Performs year-end closing procedures including calculating and recording accruals for various accounts payable and receivable. Prepares schedules and gathers documents for the annual external audit. Records and adjusts reports on fixed asset inventories. Prepares a variety of accounting and bookkeeping related reports and special reports for City management, as needed. Reviews accounting and financial operations for accuracy to provide internal audit assurances.

Knowledge, Skills, and Other Characteristics:

Knowledge of:

- Governmental accounting and general accounting principles.
- The City Code as it applies to the fiscal functions.
- State and federal laws, rules and regulations regarding fiscal functions.
- Municipal budget development and practices.
- Bookkeeping and clerical practices and procedures.

Skill in:

- Establishing and maintaining effective working relationships with public and all City employees.
- Preparing a variety of accounting and auditing related reports.
- Operating a keyboard to type correspondence and /or to enter information into various computerized databases.
- Maintaining accurate bookkeeping and technical accounting oriented records and files.
- Applying generally accepted accounting principles in a governmental setting.
- Reviewing and analyzing a variety of financial records and reports necessary to document the disbursement of City funds.
- Interpreting complex statutes, procedures, rules, regulations, and guidelines.

Qualifications:

Bachelor's degree in Business Administration, Accounting, Finance or closely related field AND experience equivalent to two (2) years full-time professional level financial accounting work, including responsibility for using a computerized financial accounting system, OR equivalent combination of education and experience.

Work Environment:

Tasks are carried out in a typical office setting with appropriate climate controls. They require a variety of physical activities generally not involving muscular strain such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity should exist. Mental application utilizes memory for basic details, verbal instructions, emotional stability, discriminating thinking and some guided problem solving.

Application Process:

Send resume and City application form (see City website) to City Treasurer, 2267 N., 1500 W., Clinton, UT 84015 or shubbard@clintoncity.com; (801) 614-0700. Apply by September 8, 2023 at 5:00 pm. EOE