



POSITION:	Finance Specialist	REVISED:	March 29, 2024
DEPARTMENT:	Finance	FLSA STATUS:	Non-Exempt
SUPERVISORS:	Finance Director	UNION:	None
JOB TITLES SUPERVISED:	None	PAY GRADE:	F

Finance Specialist

Nature of Work:

Under general direction from the Finance Director and in accordance with established policies and procedures, the incumbent is responsible for performing fiscal and administrative functions in the collection, recording, and reconciliation of municipal funds. Primary responsibility is providing support to the Finance Director.

Essential Duties and Responsibilities:

- Daily cash reconciliations, prepares deposits, takes deposits to bank as necessary
- Process online payments and provide to collection clerks for deposit
- Weekly water payment reconciliation and ACH transfer
- Tax lien discharges and foreclosure notices
- Accounts receivable billing; prepare statements, accept payments, make necessary ACH transfers (such as Town revolving loans, rental revenues, and other external invoices);
- Assists in the reconciliation of accounts (banking and checks), posts journal entries for review by the Finance Director and replies to inquiries
- Receipts various ACH payments for the Town (including but not limited to Rapid Renewal, Boats, and Paymode)
- Creates journal entries to divide lump payments by department (such as insurance)
- Inputs biweekly payroll report from third party payroll processor in to MUNIS accounting system;
- Checks Positive Pay system daily at bank to review any flagged checks;
- Identifies and recommends improvement opportunities for division operations, processes and procedures, and implements ideas as directed by the Finance Director.
- Identifies and attempts to resolve problems with procedures whether accounting or computer related; bringing unresolved problems to the attention of the Finance Director and assists with the correction efforts.
- Serves as back up for the AP Clerk
- Maintains database of general fixed assets inventory. Prepares reports as directed for insurance, financial reporting and other purposes.
- Assists in the preparation of the Finance Department budget.
- Responds to internal and external customer inquiries and concerns, and interprets various laws, policies and procedures as needed.
- Input sewer billing related journals in TRIO accounting system into MUNIS accounting system.
- *Performs related work as assigned.*



Requirements:

- Duties require knowledge of accounting and administration equivalent to completion of a 2-year college Associates Degree in accounting, or finance-related field and at least 3 years of related experience, or equivalent combination of education and experience.
- Knowledge of laws and regulations relating to tax and accounts receivable collection.
- Excellent customer service skills with the ability to proactively establish and maintain effective working relationships and deal courteously with business executives, vendors, associates, employees, internal departments, federal, state, regional and local agencies, community organizations and the general public.
- Working knowledge of public finance and accounting methods, principles and techniques.
- Ability to work independently and complete a wide variety of assignments. Must be extremely analytical, self-motivated and resourceful.
- Ability to establish priorities, organize work and develop short term and long range plans.
- Proficient in the use of computer hardware, computer software and office equipment.
- Strong oral and written communication skills.
- Strong records management and maintenance skills.
- Strong interpersonal skills and the ability to maintain confidentiality.

Training and Experience Required:

- Must have or obtain MMTCTA Treasurer Certification within one year of hire;

Additional Information:

None

Tools and Equipment Used:

Personal computer; computer network workstation; 10-key calculator; telephone; copy machine; fax machine.



Working Conditions/Physical Demands:

Physical Demands: The physical demands described herein are those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and fingers to handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Employer/Employee Acknowledgement:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Town of Lisbon has a similar right.

Submitted by:

Employee Printed Name/Title	
_____	_____
Employee Signature	Date

Supervisor Printed Name/Title	
_____	_____
Supervisor Signature	Date