

EMPLOYMENT OPPORTUNITY

City of Wisconsin Rapids

Finance Support Specialist

The successful candidate will assist in managing specific accounting functions in the City's Finance Department, including, but not limited to, cash receipting, accounts payable, and accounts receivables (invoicing and billing tasks). The position requires proficiency with data entry into the accounting management system, processing entries for ambulance payments, tax collections, and budget line items; handling correspondence; and managing routine and detail work.

Requires an Associate Degree in Accounting or directly related field, with one to three years' increasingly responsible administrative experience; or any combination of experience and training that provides equivalent knowledge, skills, and abilities. Proficiency in computer skills, especially Microsoft Excel, Access, and Word, required. Experience with GCS tax collection and Trittech ambulance billing software applications is preferred.

Salary range is \$41,608 - \$47,075, with an excellent fringe benefit package.

A complete job description and application are available at jobs.wirapids.org. Please submit cover letter, resume, and application by December 27, 2017, to:

City of Wisconsin Rapids
Human Resources Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495
or
Recruitment@wirapids.org
Equal Opportunity Employer

The City of Wisconsin Rapids Position Description

Name: Department: Finance
Position Title: Finance Support Specialist **Pay Grade:** 5 **FLSA:** Non-exempt
Date: November 2017 **Reports To:** Senior Accountant

Purpose of Position

The Finance Support Specialist assists in managing specific accounting functions, including, but not limited to, cash receipting, accounts payable, and accounts receivables (invoicing and billing tasks). The position requires proficiency with data entry into the accounting management system, processing entries for, but not limited to, ambulance payments, tax collections, and budget line items. This position performs specialized work of considerable responsibility and complexity. Responsible for handling correspondence and managing routine and detail work.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Answer the telephone for the Finance Department, and provide callers with general and specific information regarding services in a clear and concise manner. Attempt to resolve customer/vendor issues and problems.

Provide counter service tasks, including cash handling and processing of payments. Count currency, coin, and checks in cash drawer at the end of the day, reconcile to various subsystems, and prepare deposit slip for bank deposit. Identify and rectify balancing errors.

Prepare reports, and gather and compile information as requested.

Prepare special assessment certificates and billings for title companies.

Accurately and efficiently process and record payments to ambulance billing system, tax, and financial systems. Assist with mailing delinquent notices, and enter payment arrangements.

Provide occasional assistance processing employment benefit transactions, account receivables, accounts payable, and processing refund requests.

Assist with the financial audit by preparing work papers and making journal entries.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

This position will serve as the backup for the Payroll/Accounting Technician in his/her absence.

Image/scan a variety of City documents. Maintain records in compliance with local ordinances and State law.

May perform data entry or other computer work on computerized databases. Does word processing and spreadsheet preparation for the Finance Department.

Assist in training new staff in various areas (i.e. land records, assessment files, accounting, miscellaneous billing, assessments, and various other procedures).

Assist with creating, maintaining, and distributing financial information in City electronic and digital publications (mailers, newsletters, and website).

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Accounting or directly related field is required, with one to three years' increasingly responsible administrative experience; or any combination of experience and training that provides equivalent knowledge, skills, and abilities to perform the job. Proficiency in computer skills required, especially Microsoft Excel, Access, and Word. Experience with GCS tax collection and Trittech ambulance billing software applications preferred.

Physical and Mental Abilities Required to Perform Essential Job Function

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to exercise judgment in determining time, place, and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components and in the formulation of operational strategy.

Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information, such as financial reports, computer software operating manuals, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with City employees and the general public.

Mathematical Ability

Ability to add and subtract; multiply and divide; and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to operate a variety of office equipment, such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer, and photocopier.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry and typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature