

ACCOUNTING TECHNICIAN.

Finance Generalist

POSITION SUMMARY

The Finance Generalist will assist in many facets of finance including, but not limited to: Accounts Payable, Collections, Cash Receipting, Purchase Card Management, Expense Oversight, and some Budgeting and Forecasting. Performs duties of a specialized nature requiring both knowledge and experience in the accounting field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties:

- Tasks are multiple and diverse with some interrelationship across processes. Handles some unrelated functions. Work requires the direct application of a variety of procedures, policies, and/or precedents.
- Process daily accounts payable transactions, including, but not limited to, preparing and processing invoices and payments, and ensuring payments are timely and accurate.
- Submit payable checks to Positive Pay and resolve any discrepancies.
- Process and monitor budgeted Subsidy payments.
- Reconcile vendor statements.
- Research and resolve purchase orders, contracts, invoices, and payment discrepancies. Document and correct any and all discrepancies.
- May monitor budget activities but no responsibility for budget and expenditure authority. Monitors budgeted expenditures as part of internal control processes.
- Enters procurement card transactions from city divisions.
- Enters and records a variety of department transactions such as cash receipts, accounts receivable, and accounts payable.
- Prepares and maintains payroll and personnel records to include: preparing and submitting semi-monthly, monthly, quarterly and annual payroll reports.
- Provides assistance and information to employees, supervisors and members of the public regarding all aspects of the City's payroll process and timekeeping practices.
- Identify opportunities to improve efficiency and effectiveness of current processes.
- Assists in preparation of a variety of administrative & financial reports. Preparation of a variety of administrative and financial reports.
- Process annual 1099 forms.
- File quarterly ND Sales Tax for various city departments.
- Assist with digital file archiving of finance documents.
- Maintain, monitor, and balance control and clearing accounts related to Accounts Payables and Accounts Receivables with the General Ledger.
- Prepares and balances daily cash receipts and weekly bank deposits and process non-sufficient fund checks.
- Manage the city charge account authorizations.

ACCOUNTING TECHNICIAN.

Finance Generalist

- ~~Assists in the collection of data & preparation of routine & specialized reports & surveys.~~
- Collection of outstanding Accounts Receivables.
- ~~Assists with the annual external audit, year-end audits.~~
- ~~Assists with the maintenance of~~ Manages the purchasing card program including, but not limited to, ~~Monitors need for data input,~~ or approval and completion of employee transactions, ~~Balances~~ balances statements, ~~writes checks,~~ and reviews and ensures travel guidelines are met.
- ~~Coordinates and maintains the electronic process of payroll through a time and attendance software program.~~
- Prepare and process annual Accounts Receivable write-offs.
- Process Bankruptcy paperwork with Utility Billing, City Attorney, and Deputy City Administrator.
- Prepare journal entries for posting.
- Custodian of finance petty cash.
- Cross train and provide backup to Accounts Receivables.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills, and Abilities: (position requirements at entry)

- ~~Continually strives to improve the proficiency of their job performance and provide a safe work environment;~~
- Executes work with precision, speed, and the ability to work under general supervision.
- Capable of understanding and following both oral and written instruction.
- ~~Basic accounting and budgeting concepts;~~
- Financial reporting and Knowledge of basic accounting and bookkeeping procedures;
- Skilled in documenting new processes and troubleshooting procedures.
- Proficient in English usage, spelling, vocabulary, grammar, and punctuation.
- Familiarity with City departments, and functional responsibilities;
- Knowledge of Microsoft Suite applications, Computer spreadsheet applications;
- ~~State and Federal regulations regarding employee benefits, and employment reporting. Legal requirements in regards to payroll taxes, garnishments, W2's and 1099's;~~
- ~~Using computers and related software applications;~~
- ~~Preparing clear and concise written reports and memos;~~
- ~~Using spreadsheets applications to perform basic financial data analyses;~~

City of Dickinson

2

- ~~Compiling, verifying and analyzing financial records and reports;~~
- ~~Maintaining files and records, manually and/or through electronic scanning;~~
- ~~Performing basic mathematical and accounting calculations;~~
- ~~Use of standard office equipment and related applications;~~
- Familiarity of electronic timekeeping systems.

ACCOUNTING TECHNICIAN.

Finance Generalist

- Establishes, maintains and fosters positive and harmonious working relationships with individuals encountered during the course of work.
- Excellent interpersonal skills.
- Ability to prioritize and handle multiple tasks simultaneously.
- Ability to work independently and as part of a team.
- Knowledge of fund and cost accounting.
- Comply with strict deadlines and prioritize workload.
- Ability to solve complex problems where end results are reviewed by supervisor.
- Requires a great deal of independent decision-making. Errors in judgement could significantly affect the operations of one or more lines of business operations.
- Develop objectives and general policies and procedures for area of responsibility within the general scope of established operational goals and plans.

Judgment/Decision Making:

- ~~Performs duties within the scope of general City policies, procedures and objectives. Analyzes problems and performs needs assessments.~~
- ~~Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures and practices. Judgment requires accuracy. Refers exceptions to policy and procedure to supervisor.~~

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- ~~No supervisory responsibility.~~

Relation to Others:

- ~~Regular and substantial contact with others involving discussions related to the interpretation of policies and/or programs.~~
- ~~May handle sensitive and/or complex information as supervisor allows. Assess and diffuse problem situations, help others reach consensus. Explores alternative and creative solutions to meet needs of customers.~~

SKILLSQUALIFICATIONS

Education and Experience (position requirements at entry):

- High School Diploma or GED
- Two + years of general accounting experience.
- ~~Associate Degree in Accounting or related field and three years of general bookkeeping experience or an~~ Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

~~ACCOUNTING TECHNICIAN.~~

Finance Generalist

Special Requirements:

- Valid Driver's License

Environment WORKING CONDITIONS

Environment:

- Positions in this class typically require: sitting, standing, stooping, kneeling, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting of objects of light weight may be required.
- Work related travel is minimal.

Classification: Grade ~~132~~

FLSA: Non-Exempt

Updated to new format: ~~04/10/17~~

Approved by CSC: ~~04/13/17~~

Updated: ~~by HR Nameniuk 08/03/2021, 4/15/247-10-24~~ by Linda Carlson, HR Nameniuk