

Human Resources

Finance Job Descriptions

Presented by: HR Director Nameniuk



Finance Generalist

Responsibilities:

- 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.
- Monitors budgeted expenditures as part of internal control processes.
- Identify opportunities to improve efficiency and effectiveness of current processes.
- Preparation of a variety of administrative and financial reports.
- Process annual 1099 forms.
- File quarterly ND Sales Tax for various city departments.

Education and Experience:

- High School Diploma or GED
- Two + years of general accounting experience
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License

Classification: Grade 13

FLSA: Non-Exempt

Payroll & Finance Support

Responsibilities:

- Performs a variety of duties relating to the operation and maintenance of the payroll software module, personnel and payroll functions; reviews and processes wage, benefit, direct deposit and tax information; maintains time off accruals and balances.
- Generates, reviews, and reconciles payroll reports to ensure accuracy and completeness of payroll, earning statements, and deductions; identifies and resolves discrepancies; transmits direct deposit files; verifies payroll deposits and earning statements are posted each pay period.
- Maintains the electronic time keeping system including activating and de-activating accounts; updating workgroup and/or employee preferences; transferring approval rights based on employment changes; researching discrepancies and making necessary updates to time entry errors.
- Generates and distributes W2's and corresponding reports within mandated timeframes; completes transfer of funds for payroll tax deposits and payroll deduction liabilities.
- This position also assists in the administration of the financial and business functions of the City of Dickinson by providing support and assistance to Finance.

Education and Experience:

- Associate's degree in business related field and/or specialized training or certification in payroll.
- Three+ years of experience in payroll.
- Equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License.

Classification: Grade 14

FLSA: Non-Exempt

Finance Specialist

Responsibilities:

- Monitors, coordinates and performs analytical review of financial activities in support of the Citywide accounting system.
- Provides staff support, direction and interpretation concerning how to accurately code and record financial data.
- Assists in the preparation of financial reports and annual budget. Closes year-end financial period.
- Assist in coordinating and maintaining the personnel and benefit forecasting and budgets.
- Record, classify, and maintain the city fixed asset records
- Ensure appropriate insurance coverage is carried on all city vehicles, equipment, and property. Assign insurance costs based on departmental asset ownership.
- Cross-train and provide backup for accounts payable, payroll, special assessments, and administration permitting.

Education and Experience:

- Bachelor's degree in accounting preferred or Associates Degree in related field.
- Three to five years of general accounting and payroll experience.
- Or an equivalent combination of education and experience.

Special Requirements:

- Valid Driver's License
- North Dakota League of City's Auditors Certification within one year of employment.

Classification: Grade 15

FLSA: Non-Exempt



Finance Technician

Responsibilities:

- Assists in preparation of a variety of administrative & financial reports.
- Review and post daily department revenues in cash receipting software.
- Assists in the collection of data and preparation of routine and specialized reports and surveys.
- Assists with annual external audits.
- Provide support to Utility Billing functions, including mailings for delinquent accounts, shut-off processes, payments, and customer service.
- Generates invoices and balance receivables other than utilities to include posting batches generated by other departments.
- Perform a variety of office and clerical support functions including composing correspondence and records management.

Education and Experience:

- High School Diploma or GED.
- One year of general bookkeeping experience.
- Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License.

Classification: Grade 12

FLSA: Non-Exempt

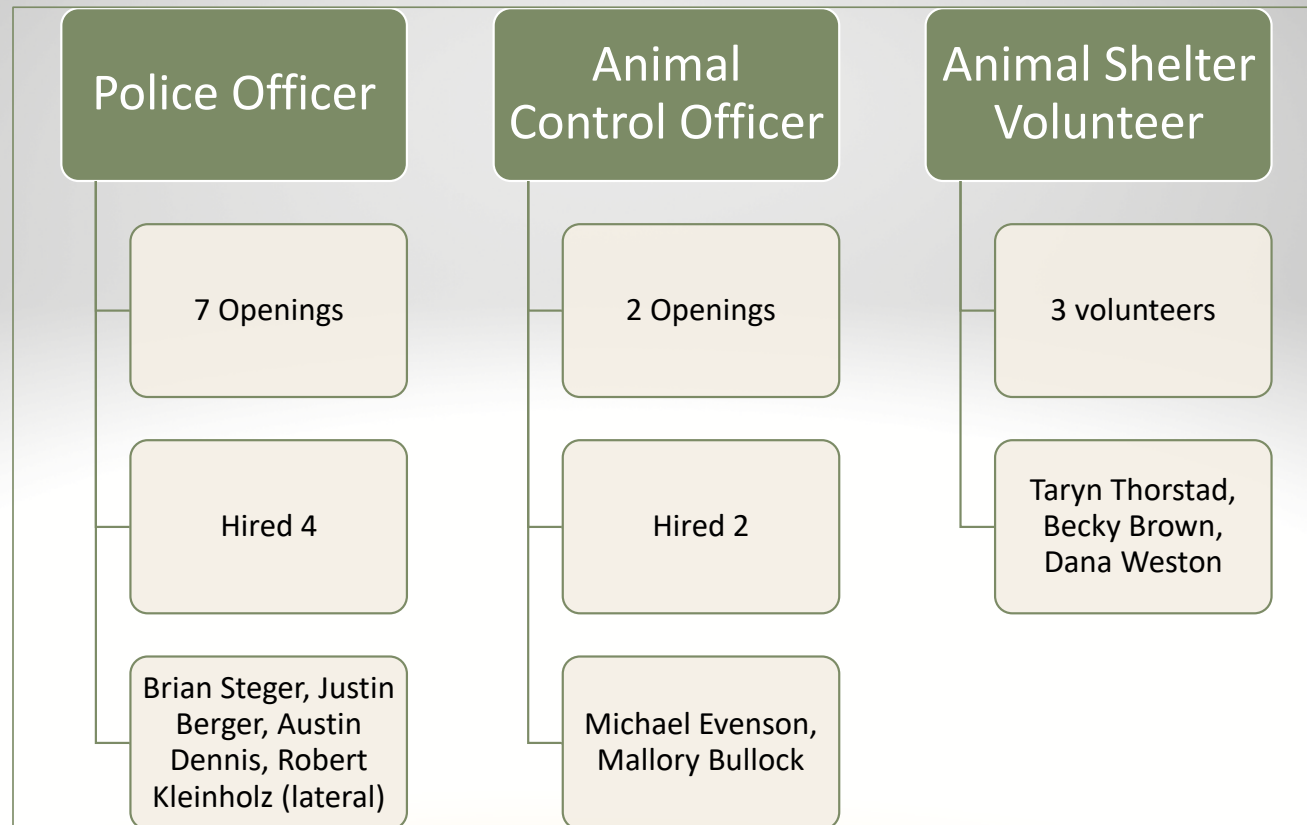
Human Resources

Hiring Journal

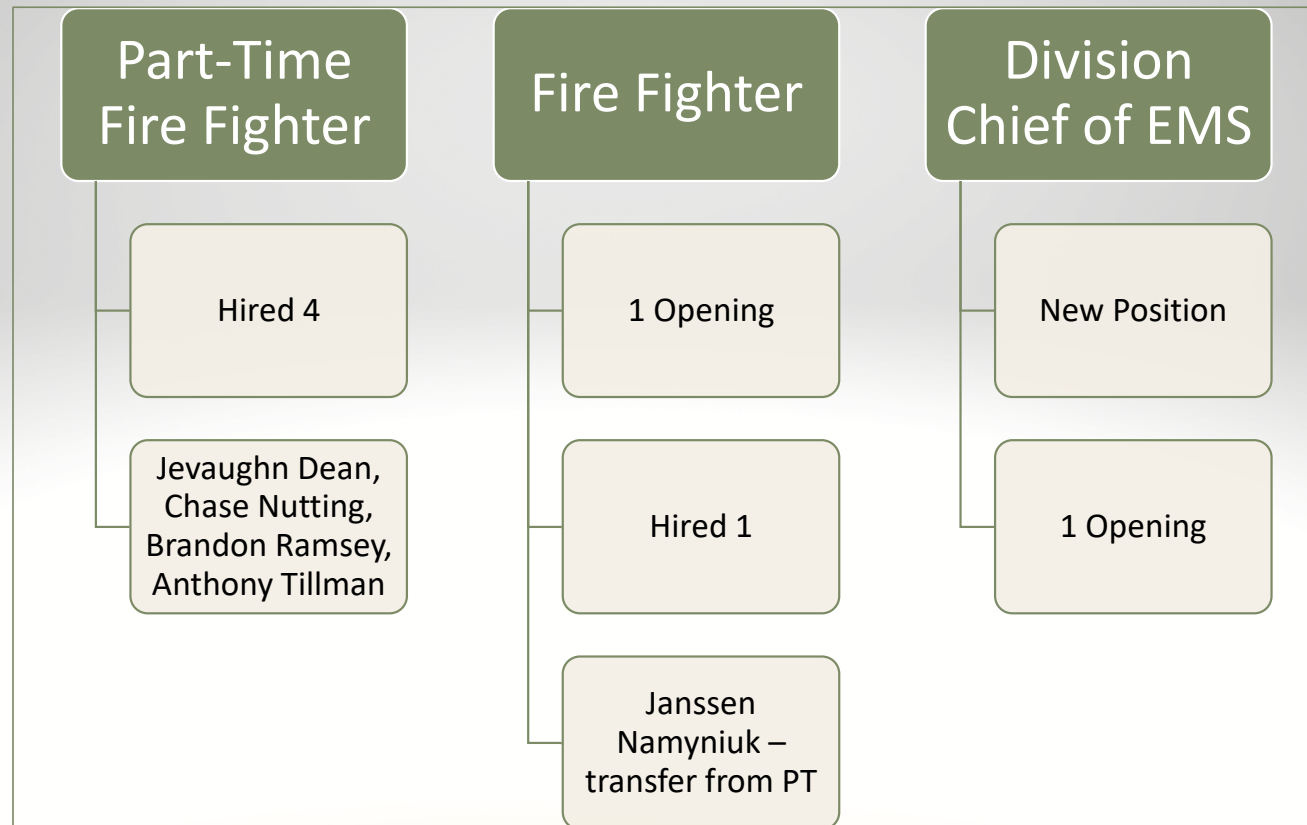
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Police Department



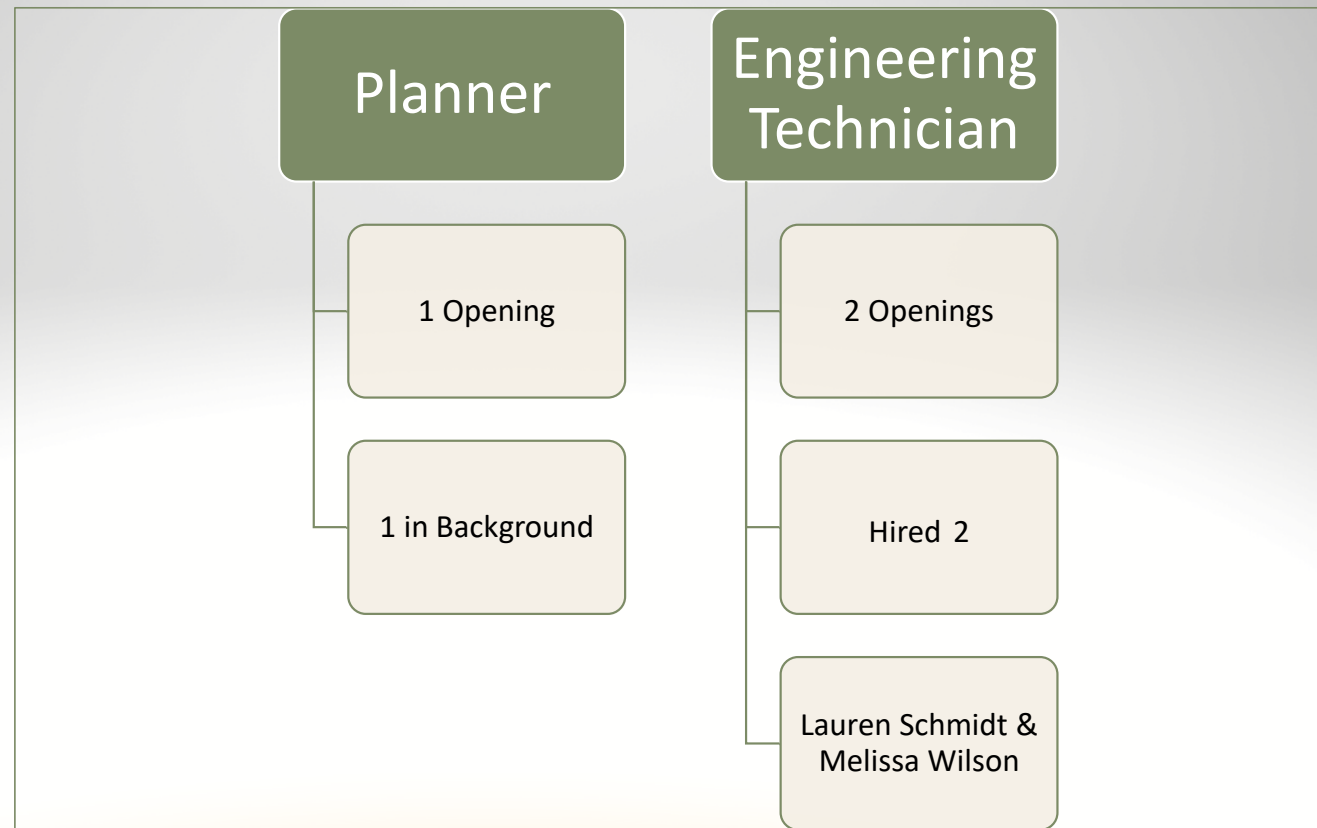
Fire Department



Public Works



Community Development /Engineering



Museum Volunteers/ Seasonals



Library

Limited Hour
Library Page

Hired 1

Kira
Zeller

Questions?