



## CITY OF BANNING, CALIFORNIA

### Financial Services Specialist

Job Code: 1130

FLSA ☐ Exempt ☒ Non-Exempt

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**JOB DEFINITION:** Under close supervision, performs a variety of duties associated with general ledger accounting, accounts payable, purchase requisitions, payroll, employee loan programs and business licenses.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Assists the Finance Department with procurement needs. Reviews purchase requisitions for compliance with City policy before issuing purchase orders. Pays department bills and reports purchasing updates. Insures money is taken from correct accounts. Monitors the budget for purchase orders. Prepares cash flow for Finance Director. Prepares sales and property taxes and conducts audits. Reconciles and oversees Department inventory.

Administers payroll and employee loan programs. Processes payroll using union contracts and City policies. Audits time cards for applicable, thorough and accurate information. Edits and enters data into computer. Generates, prepares and distributes payroll checks, tax returns, surveys and W2's. Creates, analyzes and maintains payroll reports and spreadsheets. Examines and reviews employee loan requests and supporting attachments. Creates, processes and maintains the loan documentation and files. Processes vendor payments and researches and reconciles vendor discrepancies.

Prepares and enters journal entries for general ledger. Examines, analyzes, researches and reconciles general ledger accounts and statements. Audits invoices, corrects mistakes and extends tax consequences. Reconciles and files invoice statements. Assists vendors with collecting outstanding or unpaid invoices. Posts fiscal agent report data and balances to general ledger.

Issues business licenses to companies conducting business in the City of Banning. Enters business licenses payments into computer system, prints licenses and renewals, prepares copies for inspectors and files and maintains information. Prepares a variety of financial support documents.

Performs other duties as assigned or required.

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### **KNOWLEDGE and SKILLS:**

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of accounts payable, payroll, purchasing and general ledger procedures.
- Knowledge of financial reporting guidelines and procedures.
- Knowledge of customer service techniques and concepts.
- Knowledge of tax and insurance practices related to employee pay.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in mathematical calculations of timesheets, payroll deductions and purchasing.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED **AND** two (2) years of accounts payable, purchasing, payroll and/or customer service experience.

**ADDITIONAL REQUIREMENTS:** May be required to work outside the traditional work schedule.