CITY OF PACIFIC

JOB DESCRIPTION

Job Title: Lead Finance Technician
Reports to: Finance Director

Department: Finance
Effective date: 07/01/2022

Review Date: Open Until Filled
Salary Range $5,449.77 - $6,317.80/DOE

FLSA Status: Nonexempt

Nature of Work
- The information provided is designed to outline the functions and position requirements of these positions. It does not identify all the tasks that may be expected, nor address the performance standards that must be maintained.
- This position supports the Finance Department by using proficient accounting/financial skills in maintaining and reconciling accounts reports and records, including payroll, accounts payable, utility billing and tax filing.
- This position is a back-up for accounts payable, utility billing, accounts receivable, local improvement district records, and other accounting, clerical, and record-keeping functions within the Finance and Administration department.
- This position must provide customer service as required.
- The individual filling this position must exercise a considerable amount of judgment.

Supervision
- Lead Finance Technician
  - Receives immediate supervision from the Finance Director.
  - May exercise technical supervision over other staff for training purposes.

Essential Duties and Responsibilities: Essential duties and responsibilities may include, but are not limited to, the following:

- Reconcile City bank accounts to the General Ledger monthly
- Maintain records of bank account balances and transactions. Records all deposits and all checks issued and balance cash each day.
- Providing staff support to Finance Director on the day-to-day operation of cash and investment management.
- May assist with budget preparation and monitoring.
- Prepare reconciliation reports as requested. Update daily cash balance reports.
- Assists with preparation of monthly and annual financial reports, including State and Federal reports.
Research financial data & prepare explanations per requests. Identify and prepare correcting journal entries.

May assist with preparation of grant reimbursement requests; maintaining status of grant expenses and reimbursements.

Process month end journal entries, posting allocated charges and interest earned.

Provide back-up and support for Accounts Payable and Utility Billing as required. Audit work of Finance Technicians when requested and provide training as necessary.

Gather data from requisitions, statistical reports, time reports, and other records.

Prepare and process all payroll and related tasks.

Administration of all employee benefits.

Scan checks received for remote deposit to bank daily.

Prepare annual payable 1099 forms.

Process monthly excise tax return and generate payments.

**Experience and Training Guidelines**

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
- Two to Four years of general clerical accounting experience including processing accounts payable, accounts receivable, payroll and reconciliation of accounts.
- Bachelor's degree in Finance, Accounting or related subject. Work experience may be substituted for the degree if it can be exhibited that the job has provided the experience necessary to reasonably assume the potential for success performing the required tasks.

**Physical Demands**

Most work is performed in an office setting. Since the employee files data and reports, there is some standing, bending, climbing stairs, carrying and walking. Ability to move/lift files, etc weighing up to thirty pounds.

**Other Qualifications Required**

- Minimum: High school/GED equivalent;
- Valid Washington State Drivers License with driving record free from serious or frequent violations.
- Must be able to pass a credit check and drug test prior to hiring.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Some or all of the listed work may be required of an employee in one of these positions.

The job description as outlined does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.