ASHEVILLE, NORTH CAROLINA

Classification Specification

Financial Specialist
Job Code: 4185
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform accounting duties and to assist with administrative functions for the Fleet Management Division.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes vendor payments: receives and reviews receipts and invoices from vendors; determines method of payment, such as purchase card, purchase orders or contract; sorts invoices; calculates payments; monitors and reviews accounts to ensure fund availability and transfer funds, as appropriate; provides purchase card number, enters requisition for purchase order, or prepares, processes, and maintains contracts as appropriate; coordinates with vendor to ensure timely payment of invoices.

Enters transaction information into accounting system: reconciles purchase card transactions; calculates taxes; assigns account codes; uploads receipts and other supporting documentation; enters data and information; verifies accuracy and completeness of data and information entered; makes corrections as needed; and submits for approval.

Assists with administrative duties: answers emails and phone calls; processes payroll; coordinates with Human Resources; posts jobs; coordinates interviews; orders supplies; obtains vehicle plates and titles; prepares asset disposal paperwork; renews confidential plate renewals; and other administrative tasks, as assigned.

Processes quarterly excise fuel taxes: runs tax reports; calculates payments and processes related check requests; submits to Finance for payment; obtains payments and invoices; calculates and completes excise taxes; completes and submits appropriate tax forms and supporting documentation in accordance with established timelines and procedures.

Coordinates required permits to ensure division and fuel station are open, operational, and comply with applicable local, state, and federal laws and regulations: prepares and submits permit applications and fees; and maintains related documentation.

Communicates with supervisor, other City employees, vendors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, fuel usage report, purchase card receipts and calculations, requisitions, purchase orders, contracts, budget reports, tax forms and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in business, accounting, or a related field; supplemented by three years of experience in providing administrative support, accounting, customer service, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Notary Public certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for

the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

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

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville 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.