

CITY OF CLEWISTON
Job Posting

Job Title: Finance Specialist
Department: Finance
Reports to: Finance Director
FLSA Status: Non-Exempt
Salary Level: 10

Compile, process, and maintain accounts payable records and prepare various reports relative to accounts payable by checking and approving all vouchers for payment, answer vendor inquiries, prepare accounts payable checks, print accounts payable reports and maintain accounts payable files. Compile payroll data such as hours worked, taxes, and insurance to be withheld from time sheets and others. Prepare and issue paychecks. Keep abreast of worker's compensation injuries and report to proper entities. Assist Finance Director and City Clerk with any duties that may be assigned. In addition to these duties, general office work as an aide to the Finance Director.

Essential Functions:

1. Check and approve all vouchers for payment.
2. Answer vendor inquiries.
3. Prepare accounts payable checks.
4. Print all accounts payable reports and maintain all accounts payable files.
5. Compile payroll data from time sheets.
6. Record changes affecting net wages such as exemptions, insurance coverage, and loan payments for each employee to update master payroll records.
7. Prepare periodic reports of earnings, taxes and deductions.
8. Keep records of leave pay.
9. Prepare and disburse payroll checks.
10. Report Worker's Compensation claims to proper entities.
11. Assist Finance Director when required.

Supervisory Responsibilities:

No supervisory responsibility is assigned to this position

Qualifications:

High School diploma or GED and Florida Driver's License are required for this position. Prior experience in finance and general office work are highly desirable. Considerable independent judgment and discretion is involved when representing the city in communications with the public and employees. Position requires individual capable of following instructions and meeting deadlines. Excellent computer skills are necessary to perform the job duties.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.