

**CITY OF CLEWISTON**  
**Job Posting**

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

Assist with preparation, analysis and verification of fiscal records. Computes, classifies records and verifies numerical data for use in maintaining accounting records. 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. Verifies and posts details of business transactions.
2. Prepare vouchers, invoices, checks, account statements, reports and other records and review for accuracy.
3. Reconcile Bank Statements
4. Assist general public by phone or in person when necessary.
5. Disburse monthly reports to department heads.
6. Compile payroll data from time sheets.
7. Prepare periodic reports of earnings, taxes and deductions.
8. Keep records of leave pay.
9. Prepare and disburse payroll checks.
10. Aide to Finance Director
11. Other duties as assigned by Finance Director

**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.

The City of Clewiston is an Equal Opportunity Employer, Drug Free/Tobacco Free Workplace. Applications are available at Clewiston City Hall, 115 West Ventura Avenue, Clewiston, FL 33440.