

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB478 Financial Operations Specialist
<b>POSITION #/TITLE:</b> 2607 Financial Operations Specialist	<b>Adopted:</b> 05-14
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance/Financial Operations	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 06
<b>Reports To Position #/Job Code #/JC Title:</b> 1017/NB121/Payroll Program Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Normal and Power User Word, Normal and Power User Excel; Typing Test
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Performs a variety of clerical support and information dissemination services for employees of the Payroll, Accounts Payable, Accounts Receivable and General Accounting Team; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Some leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Maintains filing systems by accurately ensuring safekeeping of Finance documents;  
Provides assistance in payroll processing and timekeeping duties;  
Provides assistance in the processing of requisitions, purchase orders, PCard and invoice data;  
Reviews and/or code purchasing transactions with a general ledger account number as needed;  
Assists in matching invoices to purchase orders or requisitions and reconcile transactions;  
Assists in entering billing data for customer invoice processing;  
Tracks and maintains recurring and installment bill data as requested;  
Creates and maintains customer records as requested;  
Performs clerical duties in support of Project Accounting;  
Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data in paper format or electronically as requested for Finance operations;  
Serves as backup to Finance Customer Service Rep I;  
Answer department telephone calls, receives and greets visitors to the department and provides information to or refers callers and visitors to other appropriate departments or City personnel;  
Provides information to customers;  
Collects and enters appropriate information into the Human Resource Management System (HRMS) and Financial System as requested;  
Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
Attends work regularly at the designated place and time;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Basic knowledge of accounting principles;  
Good knowledge of the principles and practices of finance;  
Good knowledge of HRMS and Financial enterprise applications;  
Basic knowledge of business arithmetic;  
Basic knowledge of modern administrative support and customer service practices and procedures;  
Good knowledge of department terminology, procedures and equipment, including the use of computers and related word processing, spreadsheet and database applications appropriate to assigned duties;  
Ability to use empathetic listening skills, communicate with clarity and maintain an attitude that conveys respect, assistance, honesty and resourcefulness;  
Ability to establish and maintain complex records and files;  
Ability to handle confidential information with tact and discretion.  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an Accredited College or University, supplemented by additional training in office administrative support practices and procedures and/or accounting; and  
Some experience in the performance of clerical and customer service duties;or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

None

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written correspondence reports and related materials in both electronic and hard copy form;  
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;  
Sufficient personal mobility, which permits the employee to access office files and visit other City offices.