

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE:

Finance Specialist

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
B	2	1	Non-Exempt	Accounting	Finance Director

CLASS SUMMARY:

This position is responsible for performing accounting and financial support functions in an assigned area. Responsibilities may include processing documents; reconciling payments; checking financial documents for accuracy; and performing standard support functions.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Records information, enters receipts, posts checks, prepares copies, and performs related tasks in processing vouchers, cash receipt deposits, payments, and other documents.
2.	Reconciles payments, accounting entries, and related documents.
3.	Audits payments and financial documents for accuracy.
4.	Posts automatic withdrawal, late fees, subsidy, rent, and related payments.
5.	Prepares spreadsheets outlining related invoices to ensure cash is distributed to correct accounts.
6.	Maintains cash, including: distributing cash for small purchases; reconciling cash as needed; and/or preparing cash deposits for pickup.
7.	Prepares internal and external invoices for services rendered.
8.	Performs standard support tasks, including: entering data for invoices; compiling financial data; generating computer checks; uploading check information for banks; sorting and distributing mail; updating resident information in an automatic rent withdrawal system; and performing related tasks.
9.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Associate's degree in Accounting or related field; 1-3 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- None

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Federal, state, and local laws, rules, and regulations;
- Accounting principles and practices;
- Data entry techniques;
- Mathematical concepts;
- Methods of processing financial documents;
- Principles of maintaining cash;
- Invoice preparation;
- Standard support functions.

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Independent Judgment/Decision Making/Problem Solving:

Performs tasks and duties under general supervision, using established procedures and some innovation. Chooses from limited alternatives to resolve problems. Occasional independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

SKILLS (position requirements at entry):

Skill in:

- Reconciling financial records and information;
- Reviewing financial documents for accuracy;
- Utilizing a computer and applicable software applications;
- Preparing invoices;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and to receive work direction.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR