

## **FINANCIAL SPECIALIST**

### **DEFINITION OF WORK**

This is professional level accounting work and involves general responsibility for one or more accounting or financial management functions. Positions perform a broad level of complex accounting and analytical duties in support of payroll, accounts payable, accounts receivable, purchasing, budget and general accounting; ensure all activities meet identified deadlines and complies with policies and procedures; and plan and prioritize work and consult with departmental contacts, employees, and vendors to resolve issues. Work is characterized by application of standardized rules and regulations and/or by scope which is usually limited to specific segments of the overall accounting function within the organizational unit. The employees are expected to perform independently within established procedures and regulations and receive general instruction on methods of work, but usually specific instruction on results desired. Employees in this class usually report to an accountant, business manager, or other official; and are generally involved in most of the work unit's financial management responsibilities in interpreting a range of rules, regulations, guidelines, laws, and operational policies.

### **EXAMPLES OF WORK**

General accounting, audit and budget responsibilities may include analyzing and reconciling Balance Sheet accounts; providing verification of balances to source documents and/or external systems; preparing write-off schedules as needed; and creating and entering journal entries. Employees may assist in the Fixed Asset tracking process by: recording fixed asset acquisitions, dispositions, and transfers; reconciling GovDeals revenue and fees recorded; requesting and distributing asset reports to departments to conduct asset verification annually; coordinating with departments to resolve changes in status items; and completing year-end closing process by reconciling fixed assets, preparing journal vouchers, running system reports, and running depreciation. Employees complete annual escheat report; assist the external auditors with the annual audit of County financial systems and programs and prepare audit schedules; research and provide information and other documentation for audit upon request; and enter prepared budget revisions and distribute reports. Payroll responsibilities include preparing payroll account related reconciliations and analytical reviews; performing account analysis and accounting entries; approving payroll expenditures, tax withholdings and other deduction postings to the financial accounting system; and approving payments for garnishments, FICA, state and federal withholdings, credit unions, and any other payroll withholding. Employees assist in the timely and accurate processing of bi-weekly payroll by: making deposits for withholding, transmitting direct deposits, preparing county's 941 quarterly tax return, coordinating with departments to ensure proper payments, processing garnishments, tax liens, bankruptcies and child support, and annual W-2 reporting. Work involves assisting in the operation and management of the County's payroll system by recommending payroll process improvements, monitoring policies and procedures, and performing testing to protect the accuracy and integrity of payroll information and system. Employees conduct system training when new processes are implemented and refresher training as needed; and coordinate and monitor payroll activities by preparing payroll year-end work papers for external auditors, preparing year-end journal entries, adjusting entries and accruals, preparing financial reports and statements, coordinating payroll audit activities with internal and external auditors. Accounts Payable duties include: verifying information on invoices and travel reimbursement requests for accuracy, authenticity, and completeness before entering into the financial system.

Employees review data input for accuracy and correct errors. Accounts Receivable duties include: monitoring the accounts receivable functions and providing assistance; serving as a backup to perform reconciliations of various accounts and of the primary bank account; and serving as a backup for the collection of receipts, bank deposit preparation, and petty cash activities. Purchasing work involves assisting in the Purchasing Department by reviewing/validating departmental requisitions for accuracy; and developing spreadsheets and/or database(s) as needed for compiling and updating Purchasing forms and requests.

## **EMPLOYMENT STANDARDS**

### **Education and Experience:**

Graduation from a four-year college or university with a major in accounting, business administration or other curriculum that would provide a core curriculum in financial management coursework and one year of experience in a governmental fiscal operation; or a two-year degree in accounting from a business school or community college and three years of accounting or auditing experience; or an equivalent combination of education and experience.

### **Knowledge, Skills, and Abilities:**

General knowledge of accounting and auditing principles and practices. Considerable knowledge of bookkeeping practices and procedures; and of state and local fiscal regulations, payroll law, policies, and procedures. Ability to assist in interpreting and analyzing accounting data and applying that analysis to the departmental or institutional needs and determine compliance with pertinent guidelines, rules, regulations, and laws; maintain a positive, supportive attitude in a team environment; establish and maintain effective working relationships with representatives of related contact agencies, departmental staff, and the general public; and communicate effectively in oral and written form.

## **SPECIAL REQUIREMENTS**

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

## **ADA REQUIREMENTS**

Employees are subject to hazards associated with office work such as ergonomic and visual acuity issues.

## **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects. Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.