

**City of Maywood, CA**

4319 East Slauson Ave.

**Finance Specialist**

Full-time with competitive benefit package

 Salary Range ($49,920 - $ 57,408)

**\*\*\* For Application Materials visit our website at** [**www.cityofmaywood.com**](http://www.cityofmaywood.com) **\*\*\***

A completed City Application Form and Resume are required for this recruitment

For additional information please contact City Hall at (323) 562-5707

**Opening Date: March 5, 2019**

**Closing Date: March 25, 2019 @ 5pm or until filled**

**DEFINITION**

The Finance Specialist will assist in any or all of the facets of Finance including but not limited to:research and compliance with restricted fund regulations, Payroll, Grants administration, Contracts Administration, Accounts Payables, Accounts Receivables, Expense Management, Internal Control and Staff reports preparation. The Finance Specialist will report to the Finance Director.

**ESSENTIAL AND SECONDARY FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following*:

**Essential Functions**:

1. Assist in payroll functions and duties
2. Assist with Grants administration
3. Ensures Contracts compliance
4. Researches and generates purchase orders for internal approval & tracking of large expenses.
5. Data entry in to City’s accounting software
6. Manage reimbursements, review, and verify documentation
7. Assists in the preparation of periodicfinancial reports and presentations.
8. Maintains appropriate spreadsheets for cost center allocations
9. Assists with preparation of fixed assets schedules and depreciation reports
10. Assists in the establishment of forms and procedures; accurately maintains financial records
11. Other tasks as assigned.

**Secondary Functions:**

1. Assists processing all incoming payments from residents and business owners.
2. Assists maintaining accounts payable documents in accordance with required records retention standards.
3. Assist with the year-end closing of books, including reconciliation of accounts receivable, payables, and inventories.
4. Manage credit card entries, reconciliations, and proper cost allocation.
5. Provides outside auditors with reports and analyses requested for the annual audit
6. Assists with the preparation of the Annual Budget Book and MD&Areports.
7. Researches vendor statements and supports accounts payable specialist to resolve discrepancies.

**QUALIFICATIONS GUIDELINES**

 Education and/or Experience

A Bachelor’s degree in Finance, Accounting or related field is desirable with two (2) years of experience in municipal governmental accounting or payroll prefered. A comparable amount of training or experience may be substituted for the minimum qualifications. Bilingual fluency in English and Spanish is desirable, but not required.

 Knowledge of:

ADP and Abila accounting software are desired but not required. Being good with numbers and understanding standard financial software programs is essential. Computer software applications such as Microsoft Excel, Word and Power Point. City and departmental policies and procedures. Effective customer service practices. Standard office procedures and practices.

Skill in:

Effective oral and written communications. Proven experience as a Financial Specialist, analyst or relevant. Interpersonal interactions with individutals at all levels. Making independent judgements and decisions based on standard policy or procedure. Organizing and prioritizing assgnments. Utilizing a variety of Microsoft Office software, including Outlook, Excel and Powerpoint.

Ability to:

Develop necessary skills from on-the-job training and meet the standards of performance classification by the end of the probabationary period. Foster a teamwork environment. Handle confidential information with discretion. Maintain a filing system. Maintain a high level of accuracy in preparing and entering financial information, and per routine repeititive tasks. Model and practice the highest standards of ethical conduct. Prepare spreadsheets, charts, and graph utilizing a computer and automated spreadsheet. Provide exceptional customer services to the public and internal City employees.

**WORKING CONDITIONS**

 Environmental Conditions:

 Standard office environment with continual exposure to computer screens.

 Physical Conditions:

Essential and secondary functions may require sporadic light lifting and carrying; sitting for prolonged periods of time.

**BENEFITS**

Retirement: Effective January 1, 2013, new members to CalPERS or an agency with CalPERS’ reciprocity will be subject to the provision of the Public Employees’ Pension Reform Act of 2013 (PEPRA) and will receive 2% at 62 benefit formula under which the employee pays 6.25% as contribution to the PEPRA plan. Employees who are considered Classic members (CalPERS members since before January 1, 2013) will be enrolled in the 2% @55 benefit formula under which the employee pays 7% as their contribution to the Public Employees Retirement System (PERS). Currently the City matches employee contributions as follows: PEPRA employees: 6.842% Classic employees: 9.409%

Health Plan: City offers 100% paid Health, Vision, and Dental plans

Holidays: 12 paid holidays per years (paid at eight hours each)

**PROBATIONARY PERIOD**

12 months

*All employment offers made by the City are contingent upon establishing proof of a prospective candidate’s legal authorization to work in the United States and successfully passing a post-offer, pre-appointment medical exanimation. All new employees may be fingerprinted as part of the employment process and a criminal history check may be conducted with the Department of Justice.*