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## FINANCE SPECIALIST I/II/III

### **DEFINITION**

Under general supervision, in a fully computerized accounting setting, provides complex or specialized financial, statistical and accounting office support for general accounting functions and performs related work as assigned.

### **CLASS CHARACTERISTICS**

#### **General**

This is a specialist and/or lead level class in the finance office support series. Responsibilities include the performance of complex or specialized accounting functions requiring the use of independent judgement and the application of technical or related skills. May train others in work procedures or direct the work of others on a project or lead basis, do financial spreadsheets and analysis that require computer skills.

#### **Finance Specialist I**

This is the entry level for this series requiring experience and demonstrated competency in any one area of three principal accounting functions: collection of revenues, or disbursement of funds, or Revenue Collection (description of these are in the examples of duties).

#### **Finance Specialist II**

This is the journey person level for this series requiring experience and demonstrated competency in two areas of the three principal accounting functions named above.

#### **Finance Specialist III**

This is the lead level for this series. This level is distinguished from the other classifications within the series by the level of responsibility assumed, difficulty and complexity of work performed. Duties that are normally filled by advancement from the two levels of Revenue Collection, and Disbursement of Funds.

### **EXAMPLES OF DUTIES IN EACH FUNCTION:**

#### (a) **Collection of Revenue**

1. Properly record receipts of revenue over the counter and from the mail and prepare daily bank deposits.
2. Process application for business license and animal license, determine applicable fees, send out renewal and delinquency notices and maintain files.
3. Analyze and balance accounts and provide relevant internal and external reports as required.

## FINANCE SPECIALIST I/II/III

### EXAMPLES OF DUTIES (continued)

4. Provide information to City staff, the public and other agencies that may require the use of judgement and thorough comprehension of the City's revenue code, ordinances, policies and procedures.

#### (b) Disbursement of Funds

1. Verify invoices, receiving reports and other requests for payment with purchase orders or contract documents; contact vendors or contractors for clarification as required; ensure proper authorization for payments and compliance with City policies and procedures.
2. Establish systematic, efficient and fiscally responsible cash disbursement process.
3. Communicate to, and train staff on established disbursement procedure.
4. Analyze accounts, reconcile ledgers and provide accurate financial information to City staff, the public and other agencies as required.

#### (c) Complex Revenue Collection

1. Communicates with taxpayers and their representatives in person, on the telephone and in writing to resolve problems.
2. Review audit findings and explain pertinent laws, regulations, codes and procedures to ensure correct tax reporting of gross payroll, and taxable revenue; summarizes and documents audit determinations.
3. Ensuring that all businesses in town, who should be obtaining a business license, do so annually.
4. Educating businesses about their requirements for obtaining a business license.
5. Performing transient occupancy tax audits; evaluate hotel/motel record keeping practices, maintain confidentiality, make recommendations on strategies to resolve issues/finding, and communicate with hotel operators to ensure they are in conformity with UC business license requirements.
6. Performing unlicensed businesses discover work by reviewing and identifying BOE, FTB reports, inter-departments potential leads, Chamber of Commerce reports, newspaper ads, filed canvasses or any of the other resources available to bring businesses into compliance with our business licensing requirements and work cooperatively with other departments, City officials, and outside agencies on sensitive issues in area of responsibility.
7. Send out enforcement letters.

## **QUALIFICATIONS**

### **Knowledge Of:**

Basic accounting principles and practices; financial record keeping and general accounting office practices; correct business English usage and standard format for written communication; efficient filing system and use of standard office equipment including word processing equipment; business arithmetic and usage of spreadsheets.

### **Ability To:**

- Provide lead direction and work review for assigned accounting clerical support.
- Prepare, maintain, and reconcile various complex financial and statistical records; perform complex general accounting and payroll analyses; organize, prioritize, and coordinate tasks.
- Read and interpret regulations, policies and procedures; organize and maintain office files.
- Respond tactfully and effectively with those contacted in the course of the work.
- Make mathematical calculations with speed and accuracy; compose written communication from brief instructions.
- Use initiative and sound independent judgement within established guidelines; operate standard office equipment including calculator and personal computer.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from high school and three years of responsible bookkeeping, payroll, accounting, auditing or financial clerical experience. Some college or business school course work in accounting, bookkeeping and office administration or supervision.