

City of Sand City
CLASS SPECIFICATION
Title: Finance Specialist
(April 2023)

Annual Salary: \$84,590- \$107,961 (dependent upon experience).

Department: Finance
Report to: City Manager
FLSA Status: Non-Exempt

SUMMARY: Reports directly to the City Manager in the performance of a broad variety of financial duties on behalf of the City and Successor Agency including but not limited to finance administration, accounts payable and receivable, budgeting, payroll, and fiscal impact analysis; performs administrative tasks related to employee benefits; in charge of satisfying state and federal financial reporting requirements; work with outside consultants as needed; process business licenses and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Responsible for accounts payable and receivable.
- Responsible for finance records retention and storage.
- Processes payroll and responsible for producing 1099 reports and verifying W2s.
- Responsible for business license receipt, renewals and processing.
- Track vehicle information and records, additions and disposals.
- Supports and provides necessary reports for budget preparation.
- Creates variety of fiscal reports, including state annual report, monthly and quarterly fiscal reports.
- Manages CalPERS employee retirement monthly reports and processing
- Manages CalPERS 457 employee monthly contributions
- Manages collection and deposit of monthly POA dues.
- Manages City grants and contracts finances.
- Manages City and Successor bank accounts.
- Performs basic spreadsheet and related analyses to make mathematical calculations as necessary or requested.
- Works closely with auditors.
- Oversees and processes City insurance renewals and renewal data.
- Oversees and processes ledgers and inventories related to City's fixed assets and City's equipment and inventory.
- Supports special projects and/or special events sponsored by the City.
- Update and maintain personnel files.
- Create, maintain and coordinate new hire packets and separation packets.
- Manage updates to benefits for all employees.
- Manage and track employee and committee member training.
- Create and process personnel action forms and timecards.
- Process workers' compensation forms.
- Track monthly and annual police officer overtime.

- Track and process monthly employee wage garnishments.
- Keep an updated finance procedure manual.
- Calculate and process all credit card transactions/revenue.
- Create invoices for developer reimbursement of project engineering and building department expenses.
- General office support as necessary, including answering phones, greeting walk-ins, or processing mail.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

- A high school diploma or GED equivalent, **and**
- Four years of increasingly responsible accounting or finance work experience. A relevant bachelor's degree in accounting or related field may be substituted for one year of experience. Public sector experience required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic principles and practices of public administration and public budgeting/finance.
- Basic concepts for research and statistical analysis.
- Office methods, procedures, software and equipment.
- Principles of customer service.
- Create, maintain and manipulate basic spreadsheets and databases.
- Interpret and apply a wide variety of rules, regulations, contracts, policies and procedures.
- Collect and compile a wide variety of standardized data.
- Apply fundamental concepts to practical applications.
- Identify and obtain information from outside sources.
- Reason logically, draw valid conclusions and make appropriate procedural recommendations.
- Perform mathematical calculations with accuracy and speed.
- Learn to utilize the City's financial system databases to extract and analyze data.
- Operate a computer using word processing and business software and other office equipment.
- Communicate effectively, both orally and in writing.

- Establish and maintain and promote positive and effective working relationships with employees, other agencies, public officials and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license, automobile insurance and a safe driving record.

BENEFITS:

- Retirement – California Public Employee’s Retirement System (PERS) 2% @ 55 or 2% @ 62 formula based upon successful candidate’s PERS status. The City does not participate in Social Security.
- Vacation- 80 hours annual accrual rate for years one through four of service time.
- Thirteen (13) holidays, plus one (1) floating holiday;
- Eight (8) hours of sick leave per month;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage;
- Health Insurance – The City provides employees with a \$1,582 (family) or \$1,055.10 (single) monthly allowance for medical; City also provides retiree medical benefits.
- Dental, and vision insurance fully paid by City.
- 457 deferred compensation plan, City matches employee contribution up to \$100/month.
- Employee Assistance Program (EAP)

SCHEDULE: 8 hours per day, 5 days a week (City Hall closed to the public on Fridays).

APPLICATION PROCEDURE:

Please email a current resume, cover letter, and a list of at least three professional references to HR@sandcityca.org by **5:00 p.m., Sunday, April 23, 2023**. Interviews will be conducted at a mutually agreeable date / time shortly thereafter. The City reserves the right to extend the final filing deadline as needed. If you have any questions regarding this position, please contact Sand City Human Resources at (831)394-3054.