

Association of Monterey Bay Area Governments

FINANCE SPECIALIST (Salary \$3,641 - \$4,894/month) Must fill out AMBAG employment application

Class specifications are intended to present a descriptive list of the ranges of duties performed by employees in the class. Specifications are not intended to reflect duties performed within the job.

DEFINITION

Under direction, to perform complex technical and clerical accounting functions supporting the activities of grant management, accounts receivable, accounts payable, payroll, general ledger operations. Tasks include: daily data entry in QuickBooks system; and a variety of tasks in support of financial, administrative, and human resource administration.

EXAMPLES OF DUTIES

Prepare quarterly profit & loss statements, prepare grant receivable status list, and warrants list for monthly Executive Committee meeting; prepare financial reports as needed for conferences and workshops, create and maintain tracking spreadsheets for grant invoicing, annual carry-over amounts, track and maintain pass-thru agency files, prepare monthly and annual analysis by work elements for project managers; assist with annual budget and budget amendments, personnel analysis scenarios; assist and review monthly expense distribution, indirect, time reports and other reports created and maintained by the finance department, and prepare files, schedules and reports for annual audit; review general ledger monthly to post and daily journal entries in QuickBooks; receive and balance time sheets, and other accounting documents; balance credit card statements, petty cash and prepare reconciliation; enter customer receivables and review vendor payables in QuickBooks; make daily bank deposits; review report of payables for approval, maintain accounts receivable records as recommended by auditors; prepare, review, and verify invoices, maintain all lease, insurance policy, grants, contract, personnel, fringe benefit, and other administrative services documents; maintain office supplies and equipment, coordinate stocking supplies; maintain fixed assets account records; develop, implement, and maintain department filing systems; operate a variety of office equipment including copiers, calculators, facsimile machines, networked computers, printers, and phones; prepare a variety of financial reports as required ; assist in a variety of operational and special projects as required; and perform related duties as required.

DISERABLE QUALIFICATIONS INCLUDE WORKING KNOWLEDGE OF:

- Modern office procedures, methods, and computer equipment.
- Mathematical principles.
- Principles of business letter writing and basic report preparation.
- Principles of record keeping and accounting.
- English usage, spelling, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes and ordinances.
- Principles and procedures of financial record keeping and reporting (GAAP & GAAS Standards)
- Advanced accounting functions
- QuickBooks, Microsoft Excel, and Microsoft Word, Microsoft Outlook software.

Ability to:

- Perform complex clerical and technical accounting functions
- Operate a variety of office equipment
- 10-Key calculator operations.
- Respond to requests and inquires from business associates, and the general public.
- Type and word-process at speeds necessary for successful job performance.
- Interpret and apply AMBAG policies and procedures.
- Reconcile cash receipts and bank statement.
- Perform complex accounts receivable functions.
- Understand and follow written and verbal instructions.
- Communicate clearly and concisely, both orally and in writing.
- Conduct general ledger interpretation and analysis, and prepare general journal entries.
- Maintain financial records, grant, and contract files.
- Prepare special financial reports and statements.
- Interpret budget information for staff as requested.
- Construct proof and maintain complex spreadsheets.
- Search and usage of Internet and network systems
- Use accounting banking software
- Maintain mental capacity which allows for effective interaction and communication with others, and with those contacted in the course of work.
- Establish and maintain effective working relationships with others.

TRAINING AND EXPERIENCE:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Final
5/5/2008

Three to five years of increasingly responsible public agency or business work performing duties comparable to those described above, and graduation from a college and/or university with a degree in accounting or business management.