

## Finance Specialist

**Job Description:** An employee in this position performs accounting duties, processing invoices, deposits, and payroll, monitoring and reconciling accounts, and related work as apparent or assigned. This employee acts as the document retention specialist for the library system. Work involves frequent public contact and is accomplished in accordance with Fontana Regional Library (FRL) policies, guidelines, and procedures. Work is performed under the supervision of the Finance Officer.

### Job Duties

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job. Descriptions are not intended to reflect all duties performed within the job. Any one position may not include all listed duties.*

1. Performs a variety of routine clerical accounting duties involved in the preparation, maintenance, and processing of accounting records and financial transactions.
2. Interacts in person, over the telephone, and electronically with staff, management, and vendors to research status of accounts, invoices, payments, and payroll questions.
3. Reviews payment requests to verify approvals, proper budget authorizations, accuracy of supporting documents, and correct account numbers.
4. Reviews employee time and attendance records to ensure compliance with library policies and regulations, and federal and state laws.
5. Maintains confidentiality and privacy of protected information.
6. Prepares and processes invoices, bills, and payroll vouchers.
7. Prepares and coordinates payments for miscellaneous payroll deductions.
8. Prepares checks for signature.
9. Processes direct deposit, payroll taxes, and other electronic transfers.
10. Posts to ledgers and journals according to established account classifications.
11. Writes financial procedures.
12. Prepares financial reports, statistics, and summaries and may assist with various projects or activities.
13. Assists Finance Officer to prepare for annual audit.
14. Assists with training for administrative personnel throughout the region.
15. Serves as backup for the Office Manager.
16. May perform a variety of general office support duties.
17. Appraises and analyzes records for retention and disposition in accordance with federal and state laws.
18. Receives, organizes, stores, inventories, tracks, and retrieves records.
19. Prepares, scans, and checks the quality of documents and images being converted to digital format.
20. Ensures completeness of files, researches missing documents, removes non-essential material.
21. Monitors and assists in the development of policy and processes for managing records, electronic records retention/destruction, protection, and e-discovery.
22. Supports organizational goals and objectives by participating in library system and community collaborations.
23. May be required to perform work assignments concurrently.
24. Responsible for maintaining a safe and secure working environment.
25. Evening and weekend work required.
26. Some travel required.

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### Qualifications

*The qualifications listed below are representative of the competencies and training required to perform this job successfully.*

#### Knowledge, Skills, and Abilities:

1. Knowledge of governmental accounting and payroll principles and practices.
2. Knowledge of federal, state, and local fiscal laws and regulations.
3. Knowledge of office practices and procedures.
4. Knowledge of business English.
5. Knowledge of federal, state, and local document retention laws and regulations.
6. Knowledge of record and information management principles.
7. Familiarity with library principles and practices.
8. Familiarity with library circulation, catalog, and Dewey Decimal Classification systems.
9. Ability to plan and organize work, and handle interruptions.
10. Ability to accurately count money.
11. Ability to give attention to detail.
12. Ability to effectively communicate orally and in writing.
13. Ability to effectively work with diverse populations.
14. Possess good interpersonal skills including tact, courtesy, and discretion.
15. Ability to take direction.
16. Ability to use good judgment.
17. Ability to work as a member of a team.
18. Ability to work independently and exercise initiative.
19. Ability to work well under pressure.
20. Ability to use a variety of library equipment and technology.
21. Ability to effectively use various computer applications.

#### Education and Experience:

1. Associate's Degree in Business or Accounting or equivalent experience required.
2. Bachelor's Degree preferred.
3. Three years of experience in bookkeeping or financial record keeping required.
4. Two years of customer service experience required.
5. Experience with archival records or programs preferred.

### Physical and Environmental Conditions

*These conditions are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.*

1. Work requires physical effort in the handling of materials, boxes, tools, book trucks, or equipment up to thirty pounds in non-strenuous work positions.
2. Work requires normal range of human positions and movement including standing, walking, climbing,



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balancing, stooping, kneeling, crouching, crawling, reaching, stretching, lifting, pulling, pushing, and sitting.

3. Work requires good hand dexterity and coordination for computer and other related duties.
4. Work requires clarity of speech, hearing, and vision to enable the employee to communicate effectively with coworkers and the public.
5. Work environment involves everyday risks or discomforts that require normal safety precautions.
6. Must occasionally deal with unruly or potentially dangerous individuals in library facilities.