



FINANCIAL SERVICES SPECIALIST

JOB DESCRIPTION

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| Department: HR/Finance | Division: Financial Services |
| Work Location: Urbana City Building | Percent Time: 100% |
| Job Type: Civil Service | FLSA Status: Non-Exempt |
| Reports To: Financial Services Manager | Union: Non-Union |

JOB SUMMARY

Under general supervision, the Financial Services Specialist is primarily responsible for reviewing, approving, and processing weekly accounts payable invoices, performing financial data entry, maintaining various financial system modules, preparing billings for various amounts owed to the City, assisting with the annual audit, processing various revenue receipts, and preparing and posting journal entries. Work requires frequent contact with employees, vendors, and the public, and has access to confidential information.

ESSENTIAL FUNCTIONS

Accounts Payable

- Review and approve new vendors entered into financial system from various departments.
- Perform new vendor TIN (Taxpayer Identification Number) matching with Internal Revenue Service. Attach IRS confirmation to vendor record.
- Verifies invoice information entered by department clerks, including ensuring correct expense line items are used for invoices, proper documentation is provided, and follow up with departments to ensure invoices are approved through workflow in a timely manner.
- Processes invoices for payment; writes checks on a weekly basis; distributes and mails checks.
- Uploads positive pay file for accounts payable checks to bank; responds timely to positive pay exceptions.
- Ensures that various financial services invoices (health, dental, vision, etc.) are appropriately coded and forwarded for entry into the financial system.
- Enters EEO expiration dates in vendor records in a timely manner.
- Reviews employee travel reconciliations for accuracy; reviews listing of outstanding reconciliations; notifies department and/or employees of outstanding reconciliations.
- Reviews and processes unclaimed property report within established deadlines.
- Provides technical support and training to department Administrative Assistants.

Accounts Receivables

- Prepares and mails invoices to various businesses and governmental agencies for services performed; follow up collection on delinquent accounts are executed monthly. Coordinate collections follow up procedures between various departments of the City when necessary.

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- Processes various City revenues for deposit such as food and beverage tax, landscape recycling fees, local motor fuel tax, and hotel motel tax; verifies calculations on monthly tax returns; enters receipts into computer system; verifies receipts to the general ledger.
- Negotiates and approves payment plans within established limits. Monitors payment plan compliance.
- Prepares various other revenues for deposit such as utility taxes, video gaming tax, retiree insurance payments, nuisance abatements, etc.; enters receipts into computer system; verifies receipts to the general ledger.
- Processes all revenue checks through bank remote deposit in a timely manner.
- Monitors and downloads daily bank report for ACH payments.
- Performs data entry of various payments, including ACH payments, LDRP, meter revenue, etc.
- Work with external customers on proration of various taxes for real estate transactions.
- Maintains revenue filing system.

Landscape Recycling Center (LRC)

- Approves applications for new customer charge accounts.
- Uploads daily transaction files from LRC software to the City's financial system.
- Prepares and mails landscape recycling center bills on a monthly basis
- Follows up on delinquent accounts monthly, ensuring all past due amounts are paid to the City.
- Negotiates and approves payment plans within established limits. Monitors payment plan compliance.
- Reconciles sales tax monthly and submits to Illinois Department of Revenue within established deadlines.

Business Licensing

- Creates accounts for new businesses in Customers and Business Accounts in financial system; issues local tax forms to new businesses; maintains Customers and Business Accounts as changes occur.
- Works closely with Champaign Urbana Public Health District in identifying new businesses subject to local taxes.
- Serves as lead contact for businesses using Citizen Self Service, our online payment portal; Provides support to businesses including resetting passwords and help navigating the online portal.
- Uploads Citizen Self Service web payments into financial system on a daily basis.
- Processes returned payments through financial system; follows up communication with businesses.
- Reconciles local taxes for delinquent accounts; Initiates contact with delinquent businesses and proceeds with collection of accounts; works with our Legal division to collect on delinquent accounts.
- Coordinates with Municipal Collector's Office for business license annual billings such as Sidewalk Café, Sanitary Hauler, Pollution Control, Mobile Home Parks, Ambulance, Relocator, Hotel and Motel, Amusement Device, etc.

Coordinates with Deputy Liquor Commissioner for business license annual Liquor License billings

Business Office Support

- Provides support for the City's computerized systems, including assistance with implementation of new modules.
- Participates in weekly staff rotation to deliver deposits to the bank.
- Prepares or inputs journal entries.
- Prepares internal and external correspondence.

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- Provides Record Retention support.
- Performs other duties as assigned

Payroll Processing

- In absence of Financial Services Coordinator, processes City bi-weekly payroll.
- In absence of Financial Services Manager, proofs City bi-weekly payroll for accuracy.

Annual Audit

- Assists auditors during annual audit by providing supporting documentation for accounts payables and receivables, and other related materials as requested.
- Answers routine procedural questions.

Year End

- Reviews vendor invoices and verifies IRS 1099 classifications; Reconciles vendor 1099 invoice amounts to vendor summaries; confers with City departments and other entities regarding classification status and/or invoice verification.
- Prints and distributes Form 1099's to vendors for several entities, including the City, The Urbana Free Library, Board of Trustees of the Urbana Fire Pension Fund, and the Urbana Police Pension Fund by deadlines established annually.
- Prepares electronic file and imports to IRS by deadline established annually.

Other

- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

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

- High school diploma or equivalent supplemented by post-secondary course(s) in bookkeeping or accounting and two (2) years of work experience in basic bookkeeping or other work involving financial records and accounts; three (3) years of responsible work experience with financial records can be substituted for bookkeeping/accounting courses. Comparable City experience may be considered if sufficient to successfully perform the essential duties of the job listed above.

Knowledge of

- Knowledge of basic bookkeeping, business English, punctuation, spelling, office practices and procedures, operation of standard office equipment, proficient in Microsoft Office products
- Financial and statistical record keeping, document acceptance and processing requirements, and/or information system maintenance related to the department and work unit where assigned.
- Policies, laws, rules, and regulations impacting the operations, transactions, and functions of the department and work unit where assigned.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.

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- Computers and software used in office, fiscal, and administrative support work.
- Modern office methods and procedures.
- Mathematics
- Knowledge of or ability to learn City's financial software system.

Skills

- Must possess data entry and 10-key entry skills.
- Strong skills in operating computers and office equipment.
- Effective time management to meet deadlines on a weekly/daily basis
- Effective problem solving skills.
- Strong attention to detail.

Ability to

- Work with confidential information.
- Work with the general public to resolve complaints; to receive payments, and to provide information in sometimes difficult situations.
- Maintain professional attitude during confrontational situations with the public.
- Originate correspondence in accordance with standard format.
- Maintain confidentiality of employee information and business tax information.
- Learn and to implement new computer entry and recording programs.
- Maintain a complex payment order and filing system.
- Maintain standardized financial records.
- Prioritize, work efficiently, meet deadlines and work with frequent interruptions.
- Make and verify computations with accuracy, prepare reports and work under deadlines.
- Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the work area where assigned.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Licenses, Certifications and Memberships Required

- Must possess a valid State of Illinois Class D driver's license or have the ability to obtain one within fifteen (15) days of employment.

Job Dimensions

Security level

- Level PII: essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.

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Supervision received

- Works under general supervision of the Financial Services Manager; guidelines are provided, but the employee may determine the approach for doing the work.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Responsible for:

- Ensuring all data is accurately entered into the computer program using establish guidelines.
- Working cooperatively with internal and external customers in completing work assignments.
- Responding to or referring inquiries or complaints as appropriate.
- Collecting monies owed to the City for various services performed; maintaining filing system for outstanding bills and mailing out follow-up notices.
- Maintain accurate filing system for monthly reports, and various payments.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with the general public while collecting fees and answering inquiries
- Daily contact with other City departments

Supplemental Information

Physical Demands and Working Conditions

- **Working Environment:** Work typically occurs in a standard office setting.
- **Physical Requirements:** Must be physically able to lift and carry up to 25 lbs. unassisted, to include paper boxes and files. Must be physically able to sit for prolonged periods of time, and to occasionally reach, stand, crouch, and kneel. Must be able to physically operate a variety of machinery and equipment including office machines such as computers, calculators, copiers, cellular telephones, etc. May be required to work beyond normal working hours to accommodate deadlines and special projects.

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Class Specification History

- General revisions: 08/30/2023
- Revised title: 3/29/2017
- Revised definition and distinguishing characteristics: 8/22/2014
- General revision: 3/1/2013

For HR/Finance Use

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| Title Code 086 | Pay Grade 106 |
| EEO Category 6– Administrative Support | |