

FINANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for moderately complex accounting work under the general supervision of the Director of Finance, encompassing the areas of payroll processing, benefits administration/allocation, retirement reporting, cash receipting, deposits, accounts payable, billing, and other financial/accounting areas of operation as assigned. This position also has responsibility for administration of computer operations related to payroll, fringe benefits, and deductions including financial reporting and statistical data maintenance. While an incumbent in this class receives general supervision, latitude is allowed for the exercise of independent judgment in planning and executing assignments. Limited supervision (restricted to making work assignments and ensuring that such assignments are being carried out correctly) may be exercised over a small number of subordinate employees. Incumbents perform related work as required. Due to the sensitive nature of the work being performed, this position is confidential.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates and oversees the City's payroll system by performing or delegating tasks related to the calculation of hours worked, overtime, deductions, and taxes.
- Reviews payroll for accuracy, including correct application of general ledger codes, labor contract provisions, law or policy, and timeliness, conferring with the Finance Director and/or Personnel Director as needed;
- Prepares reports related to payroll, including health insurance, deductions, paid time off, etc.;
- Balances and reconciles employee health insurance balances and billings to payroll deduction records;
- Reconciles and tracks retiree receipts and billings;
- Oversees and administers payroll input items, including tax withholdings, benefit contributions, support payments, garnishments, and union dues as required to complete payroll;
- Assists in research/preparation for contract negotiations as it relates to cost to the City's retirement benefits, salary plans, health plans, workers compensation insurance, and labor relations;
- Verifies salaries and all related information on new hires and/or changes to adjust salaries of present employees;
- Oversees enrollment of employees and retirees in City-provided insurance programs, including balancing and reconciling payroll deductions;
- Assists in the completion of monthly state fiscal reports and payroll related reports including, but not limited to, unemployment insurance, flex benefit program, New York State Retirement System, workers compensation;
- Maintains payroll files, computer reports, documentation of payroll input, health insurance deduction forms, gross pay, direct deposit, etc.;
- Prepares and makes entries in computerized financial system, including those in the general ledger and subsidiary ledgers;
- Maintains double entry books, classifying and recording receipts and expenditures, distributing items according to standard;
- Prepares daily bank deposits;
- Inputs necessary information into computer system to generate checks for payroll;
- Oversees and assists with the preparation of periodic water/sewer bills and maintains customer accounts;
- Answers telephone and written requests from employees concerning payroll related personnel matters;
- Processes accounts payable checks;
- Balances and reconciles various general ledger accounts;
- Establishes or assists in establishing cash flow;
- Conducts or assists in conducting in-depth studies concerning account policies and procedures and makes recommendations concerning same;
- Assists in the preparation of the annual budget;
- Assist with the maintenance of a fixed asset inventory;
- Prepares or assists in the preparation of a variety of statistical, financial and other reports;
- Performs a variety of related specialized or general professional accounting tasks as required;
- May operate adding machine, calculator, PC and other office machines.

The above examples of duties are intended only as illustrations of the various types of work 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures, equipment and technology including modern spreadsheet and word processing software; good knowledge of the principles and practices of general accounting and payroll; ability to prepare complete, accurate accounting records, reports and statements of moderate complexity; ability to analyze records and financial statements and to draw logical conclusions therefrom; ability to understand and carry out complex oral and written directions; ability to plan, organize and direct the work of others; mental alertness; good judgment in solving moderately complex account-keeping problems; high degree of accuracy; initiative; resourcefulness; tact; courtesy; discretion; and integrity.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, or a related field which includes or is supplemented by 9 semester credit hours in Accounting; or
- b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting, Business Administration, or a related field which includes or is supplemented by 9 semester credit hours in Accounting, and two (2) years of satisfactory experience; or
- c) Graduation from high school or possession of a high school equivalency diploma and four (4) years of accounting experience with at least two (2) years of municipal or not-for-profit accounting; or
- d) An equivalent combination of experience and training as outlined by (a) (b) and (c) above.

Adopted CSC: 1/16/2020

Jurisdictional Classification: Competitive