



**City of New Albany
Position Description**

Position Title
Finance Coordinator

Pay Grade: Non-Exempt Classification Grade 8

Department: Finance

Reports To: Finance Director

Position Overview

The finance coordinator performs a variety of highly responsible, routine and complex, confidential, administrative, technical, and support activities for the Finance department. The coordinator is expected to exercise independent decision-making to reduce the number of inquiries forwarded to the Finance Director. The position has direct and regular access to confidential information and the coordinator is required to exercise strict confidence. This position supports the department personnel in invoice review, billing, payroll, and other finance related functions. This position is also the primary point person for the finance department in coordinating the annual budget process and other complex finance projects. These various responsibilities require a broad knowledge of government finance and city operations and require working in a highly sensitive and changing environment.

Supervision Received

Work is performed under the general supervision of the Finance Director.

Supervisory Responsibilities

The position does not have any supervisory responsibilities.

Essential Functions

The following duties are examples of duties that would be normal for this position. These are not to be construed as exclusive or all-inclusive.

Responds to questions, concerns and complaints of varying sensitivity and complexity in a timely, tactful and effective manner; identifies, researches, and implements corrective actions for issues and inquiries from city staff and the public.

Composes correspondence and reports; answers telephones and electronic communications; provides internal/external customer assistance; schedules appointments and arranges meetings; coordinates communications between departments and with the general public; assists with the

day-to-day administrative activities of the department.

Reviews, reconciles, follows up on financial transactions related to payroll, billing, expense reports, purchase cards, cell phones, FSA accounts, utility bills, etc. Follows up on missing information, reconciles against policies. Manages the distribution and maintains inventory of city issued cell phones.

Supports internal communication and distribution of information pertaining to Finance department operations to city staff. Assists in developing presentations for the Finance department.

Responds to requests for information including public record requests, auditing, labor negotiations, etc. for the Finance department.

Manages the utility bills for the city: receiving, reviewing, utility bills and initiating shut-off process.

Initiates and handles the purchase order process and monitors operating expenditures for the department including the procurement of department materials, supplies, equipment and/or services.

Develops and manages records management systems, work order tracking, or related processes to facilitate data retrieval and department information needs.

Maintains city property records and legislation for purposes of finance including tracking land purchases, right of way, easements, etc. and assists in filing for exemption where applicable.

Gathers and prepares data and statistics for various weekly, monthly, quarterly or annual reports/surveys. Reviews data and makes recommendations to create efficiencies.

Maintains a calendar of events and meetings for the Finance director; coordinates communications for the Finance director; coordinates the training schedule for personnel.

Coordinates schedules and resources for new and on-going projects, such as software implementations, budget processes, etc.

Responds to inquiries requiring interpretation of policies, rules, and regulations.

Compiles and prepares correspondence, reports, documents, records, and other related material from source material while using judgment in evaluating validity of data to ensure reporting accuracy; determines layout and format for documents in compliance with city branding requirements/standards; transmits reports/records to requesting parties.

Coordinates the maintenance schedule and/or repairs on office equipment and technology; troubleshoots issues involving maintenance, repairs, and requests that arise in the office including technology-related issues.

Researches complex issues and topics to provide an analytical assessment to the Finance director.

The position may require the incumbent to work outside of normal work schedule (i.e. evenings,

weekend) during seasonal high volume work periods.

The position requires regular and predictable attendance and may include other duties as assigned.

Qualifications

The incumbent for this position must possess a high school diploma supplemented by course work in business or secretarial science, considerable experience in computer operation, and responsible administrative support experience. Strong computer skills and strong interpersonal skills required. A bachelor's degree in business, public administration, finance or accounting related field is desirable. Other requirements include a valid Ohio Driver's License and the ability to maintain insurability under the city's vehicle insurance policy.

Knowledge, Skills and Abilities

The incumbent must have the following knowledge, skills, and abilities:

- (a) Ability to establish and maintain regular and effective working relationships with representatives from other governmental agencies and city staff;
- (b) Intermediate skills in Microsoft Office products (i.e. Excel, Word, PowerPoint, Access, etc.); knowledge of other governmental software systems is desired;
- (c) Ability to learn and become proficient with budgeting, performance measures, and reporting software, as well as various audio and video technologies;
- (d) Knowledge of accounting principles and practices;*
- (e) Knowledge of city and department goals, procedures, policies, objectives;*
- (f) Ability to complete work in compliance with deadlines; ability accomplish work with frequent interruptions and the ability to handle stressful situations;
- (g) Ability to handle confidential material in strict confidence;
- (h) Ability to use initiative and judgment within established guidelines;
- (i) Ability to schedule, organize, and prioritize work assignments, project tasks and activities and follow-up on assignments with minimal supervision;
- (j) Skill in preparing correspondence, using proper grammar and punctuation;
- (k) Ability to follow oral and written instructions;
- (l) Ability to analyze complex situations, problems, and dates, and use sound judgment in drawing conclusions and making decisions;
- (m) Ability to accurately respond to questions in a prompt and thorough manner, both orally and in writing;
- (n) Ability to apply logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols;
- (o) Ability to manage multiple priorities and efficiently organize and prioritize work assignments, projects and activities.

Summary

The finance coordinator is an approachable and composed individual with a proven commitment to excellent customer service. The individual in this position treats people with

respect, keeps commitments, and inspires the trust of others. The coordinator is results-driven and multi-tasks to accomplish the goals of the department. The work of the coordinator requires the exercise of initiative, independent judgment and advanced verbal and written communication skills and significant contact with other department staff, residents and businesses. The coordinator is self-motivated with excellent teamwork skills, willing to learn new skills and take on new challenges. The coordinator is easy to approach, can effectively cope with change and shift gears comfortably, relates well to all kinds of people with an ability to build appropriate rapport.

This position description contains the essential functions for purposes of 42 USC 12101. However, it is not intended to be the only duties and responsibilities to be performed by the position incumbent. The City retains the right to modify the duties and responsibilities of this position at any time.

The City of New Albany does not unlawfully discriminate on the basis of race, color, national origin, ancestry, sex, religion, military/veteran status, age, disability, or genetic information in employment.

Revised: August 21, 2018