



## Village of Shorewood, Wisconsin

### *Job Description*

**POSITION TITLE:** Finance Specialist

**REPORTS TO:** Finance Director

**DEPARTMENT:** Finance

#### **GENERAL NATURE OF POSITION**

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Under the general direction of the Finance Director, assists with all aspects of the Village's financial transactions, analysis, and recordkeeping. Serves as the primary individual responsible for processing accounts payable and accounts receivable, performing bank and deposit reconciliations, and preparing monthly journal entries. This position is also responsible for managing, coordinating, and maintaining the data for the Village's annual budget process.

Successful candidates may be required to pass a physical examination, a background check and a drug screening as a condition of employment.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

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#### Financial Analysis, Accounting and Reporting

1. Oversees annual tax collection process, including reconciliation and settlement with the Village.
2. Prepares and posts monthly recurring journal entries, including cash entries, interdepartmental charges and allocations, and corrective entries as needed.
3. Performs monthly, quarterly, and/or annual account reconciliations of the village's balance sheet accounts.
4. Prepares additional reports and performs financial analysis as required.
5. Utilizes BS&A municipal finance software to perform accounting, billing, and financial processing functions

#### Budget

1. Manages process of updating budget with Department Heads to prepare annual budget
2. Assists with preparation and entry of the annual budget and related budget reports, including review of revenue and expenditure balances and projections.
3. Complete budget report for Finance Directors review and presentation to the Village Board
4. Facilitate monitoring of budget process throughout the year with Department Heads
5. Inputs budget into BS&A module

#### Accounts Payable

1. Has overall responsibility and oversight of the accounts payable process; however, many individual tasks are performed by other employees at the department level. Duties typically include reviewing department-level invoice entry, printing checks, maintaining vendor records (including W-9s and 1099s), coordinating the mailing of checks, and preparing the accounts payable report for Village Board review.

2. Enters Village Hall administrative and general invoices.
3. Processes property tax overpayment refund checks.
4. Enters outgoing ACH, direct debit, and wire payments into the accounts payable system.
5. Prepares the monthly credit card report for Village Manager review.
6. Marks cleared checks and other transactions as cleared within the general ledger system.
7. Assists in the setup and maintenance of recurring invoice allocations and purchase orders and serves as the backup for accounts payable functions.

#### Accounts Receivable

1. Has overall responsibility and oversight of the accounts receivable process; however, many individual tasks are performed by other employees at the department level. Duties typically include entering administrative and general billings, reviewing department-level billing entries, and printing and coordinating the mailing of invoices.
2. Monitors collection efforts, including issuing reminder notices, applying interest and penalties to outstanding balances, assisting with the transition of past-due accounts to the tax roll or collection agency, and serving as the staff liaison for questions from other departments or customers.
3. Assists in the setup and maintenance of the Miscellaneous Receivables module and serves as the backup for other accounts receivable functions.

#### Other Accounting

1. Reviews cash receipt and credit card batches prior to posting to the general ledger, tracing deposits to the bank and matching individual transaction amounts between days, as necessary.
2. Prepares monthly sales tax reports and remittances to the State of Wisconsin.
3. Provides general assistance to other departments in the use of financial software.
4. Attends conferences and seminars as necessary to maintain proficiency in job responsibilities and related topics.
5. Other duties as requested by department head.

#### Other Village Hall Support

1. Acts as Village Treasurer when the Finance Director/Treasurer is unavailable and provides backup support to payroll process when Administrative/Payroll Specialist is unavailable.
2. Provides backup support to the customer service desk at the request of the Village Clerk's during peak times or anticipated or unanticipated absences.
3. Assists with general mailings or in-person or absentee ballot mailings.
4. Orders envelopes, paper, business cards, and general supplies for Village Hall
5. Processes mailing of delinquent tax notices as request by the Village Clerk.
6. Responds to general tax questions from community members.

**SUPERVISION RECEIVED:** This position receives general supervision from the Finance Director. Work assignments outside of routine tasks are assigned by the Finance Director or the Village Manager.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** An Associate Degree in accounting or a minimum of three years of experience in municipal finance or accounting is preferred. Additional relevant experience in municipal finance or accounting may be considered in lieu of a formal accounting education.

**LANGUAGE SKILLS:** Ability to read, understand, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business, correspondence, and procedure manuals, to effectively present information and respond to questions from groups of managers, residents, and the general public. Employee must be proficient in communicating and understanding the English language.

**MATHEMATICAL SKILLS:** Employee must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, etc.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**OTHER SKILLS AND ABILITIES:** Strong organizational skills needed; a pleasant and efficient manner for interaction with Village officials, management, and staff. This position requires a working knowledge of fund accounting in order to process journal entries and the ability to make independent judgement without immediate review.

**TECHNOLOGY SKILLS:** Proficient in Microsoft Windows environment and Microsoft Office suite, specifically including Word, Excel, and Outlook. Position requires working knowledge of modern office procedures and equipment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

(This job description is prepared to comply with the Federal Americans with Disabilities Act and the Village of Shorewood's Implementation Plan for Americans with Disabilities Act which was adopted by the Village Board on September 4, 1992.)