

Code: 1388

Title: FINANCIAL OPERATIONS SPECIALIST - CENTRAL FINANCE

SUMMARY: This classification, used exclusively by the central Finance Department, participates in the processing, analyzing and auditing of the countywide, bi-weekly payroll or accounts payable system.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews, analyzes, balances and reconciles the countywide bi-weekly payroll or county records/documents for vendor payment and processing in compliance with Federal and State laws, wage and hour laws, withholding statutes, tax regulations, and County administrative policies and procedures;

Prepares general journal entries relative to payroll or accounts payable activities;

Prepares and maintains data for monthly, quarterly or annual reports;

Provides technical assistance related to regulations pertaining to payroll or accounts payable activities and the use of the County's financial management system to department coworkers and other department users;

Reviews manual warrant requests for compliance with applicable policies and regulations before processing for payment;

Receives, analyzes, calculates and posts withholdings for wage assignments, Federal and State levies, or child support garnishments in compliance with IRS and other regulatory agencies;

Balances, monitors and maintains child support, wage garnishments, Federal and State tax levy files;

Prepares, updates and maintains fiscal and year-end schedules and documents;

Implements changes to procedures based on legislation enacted by local, State or Federal government, i.e. IRS Codes, AZ Revised Statutes, etc.;

Reviews, analyzes and generates reports from the County's financial management and payroll system and recommends improvements and modifications to reports and processes when appropriate;

Monitors, balances and reconciles transactions related to the Treasurer's Office, clearing accounts, petty cash, and change funds to the general ledger;

Liaisons with county departments and vendors by researching and providing responses to inquiries on invoices and other financial operations matters.

KNOWLEDGE & SKILLS:

Knowledge of:

- generally accepted accounting principles (GAAP) and practices;
- applicable governmental regulations relative to area of responsibility;
- governmental regulations applicable to area of responsibility;
- legal terminology as it pertains to payroll, accounts payable and other financial management activities;
- training methods and procedures;
- county and department operating policies and procedures;
- principles and practices of customer service.

Skill in:

- analyzing, interpreting and reconciling accounting data;
- accurately entering data into computer systems;
- preparing, verifying, proofreading and reconciling account documentation;
- identifying problem areas and recommending revisions and improvements;
- preparing accurate and complete financial reports;
- communicating effectively, both orally and in writing;
- researching and interpreting authoritative accounting sources or local, State and Federal laws and regulations and applying results to area of assignment;
- understanding legal terminology relative to area of responsibility.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in accounting or a closely related field as identified by the Appointing Authority and one year of professional accounting experience.

(Additional relevant experience may substitute for education.)

OR:

(2) Two years of experience with Pima County as a Financial Operations Technician or a Medical Claims Examiner II.

OR:

(3) Three years of experience with Pima County as a Medical Claims Examiner I.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

05/20/08(cs)
Revised 11/23/11(gs)