

CLASS TITLE: FINANCIAL SERVICES SPECIALIST

PURPOSE OF THE CLASSIFICATION: Under general supervision performs responsible financial services involving the application of accounting/banking principles and practices to a variety of financial records and other related assigned duties.

ESSENTIAL TASKS:

- Reconciles daily revenue processing activities for general revenue, utilities, Municipal Courts, PALS and related host systems
- Researches Treasury reconciliation items and payments/deposits
- Maintains investment folders and assists Investment Officer with forms/filing
- Accesses online banking activity to verify deposits
- Communicates with Revenue Processing/Accounting, General Ledger, Utilities and Development Services to resolve transaction issues
- Prepares cash transaction letters to record various depository entries
- Prepares payment request for transfers to Municipal Court bond refunds
- Prepares remittance source documents for parking meter revenue and franchisee tax payments
- Researches transactions and returned payments through all payment portals
- Enters journal entries to GEAC for various transactions
- Accesses GEAC, online banking/web network and On Demand to pull various reports and research payment activity
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in accounting, finance or business administration, including six (6) hours in accounting (financial and managerial) and six (6) hours in finance; and three (3) years of experience in accounting or bookkeeping with an emphasis in various account reconciliation and payment transaction processing; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of accounting and bookkeeping principles and practices; good solid knowledge of banking transactions; good knowledge of in-depth financial transaction research and methods to process adjustments; good knowledge of laws, ordinances and regulations governing City financial matters; good knowledge of computers and applicable software; and some knowledge of modern office methods and procedures. Ability to operate standard office machines; ability to make mathematical calculations efficiently with speed and accuracy; ability to keep revenue postings current and accurate, reconcile daily revenue processing activities, prepare financial reports and maintain detailed financial records; ability to understand and follow instructions in regard to accounting problems; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information. Applicant must possess good PC skills to include word processing, spreadsheet and database software.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, telephone and small precise work; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, climbing, kneeling, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some divisions may require a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 6519

EEO Code: N-06

Pay Code: AT-28

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Group: Fiscal

Series: Account Clerical

Effective Date: December 13, 2010