



Kathi Zygmunt

Acting Director of Human Resources

City of Meriden, Connecticut

Department of Human Resources

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April 8, 2024

VACANCY ANNOUNCEMENT **Finance Specialist – Finance Department** **Full Time**

This is a very responsible professional accounting position. Work involves responsibility for the administration and processing of accounts payable, including the review of invoices from numerous City funds. Work also involves administration and processing of pension, health insurance retirees, accounts payable and journal entries. This position is a back-up for the Payroll Clerk. This position also has the responsibility for making difficult accounting technical decisions. The work requires that the employee have a considerable knowledge, skill and ability in all phases of accounting.

QUALIFICATIONS: High school graduate or the equivalent, plus 4 years of progressively responsible experience in accounting and payroll; or any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

Rate of Pay: \$23.63

Apply on line at <https://tinyurl.com/meridencareers> or you can e-mail your application/transfer form to humanresources@meridenct.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

Open until filled

E.O.E.

Finance Specialist

General Description

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Work involves responsibility for the administration and processing of accounts payable, including the review of invoices from numerous City funds. Work also involves administration and processing of pension, health insurance retirees, accounts payable and journal entries. This position is a back-up for the Payroll Clerk.

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Supervision Received

Works under the general direction of the Accountant(s).

Supervision Exercised

May supervise lower level accounting clerical staff as appropriate.

Examples of Duties

Reconcile monthly bank statements to accounting records using financial system data to complete this task.

Responsible for maintaining and balancing the monthly premium charges from life and medical insurance policies for employees and retirees, including determining eligibility, making membership changes, preparing invoices for payment.

Responsible for maintaining records, collecting and depositing payments received from employees who self-pay.

Responsible for verifying and attaching daily bank receipts to all incoming cash transmittals, batch all transmittals by date and assign voucher numbers, enter transmittals computer occasionally, balance and post.

Prepares daily bank deposits on an alternating basis with other employees in the office. Responsible for verifying and attaching daily bank receipts to all incoming cash transmittals, batches all transmittals by date and assigns voucher numbers, enters transmittals in the computer, balances and posts.

Enter journal entries into the financial system, balance and post.

Finance Specialist (cont)

Receives invoices from the invoice basket, ensuring each invoice matches its corresponding direct payment invoice/receiving report.

Enter purchase order and direct payment invoices from each department into the financial system and balance.

Matches receiving reports/direct payment invoices to printed checks, verifying amounts and vendors, and ensuring they are mailed timely each week.

Balance and deposit payroll and general fund checks for monthly payroll.

Assist independent auditors with retrieving invoices, journal entries and p-card support.

Answer questions and assist all other City employees with problems concerning payments and vendors, and balancing their accounts.

Receive all visitors and employees entering the Finance Department. Receive and screen all telephone calls coming into the Finance Department on the main Finance Department line.

Performs related work as required.

Minimum Qualifications

Knowledge, Skills, and Abilities

Considerable knowledge of accounting principles and practices.

Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Good ability to communicate orally and some writing ability.

Some ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Considerable ability to establish and maintain effective working relationships with co-workers, financial institutions, citizens and auditors.

Experience and Training

A High School graduate or the equivalent, plus four (4) years of progressively responsible experience in accounting and/or payroll. OR, any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

