



Job Description

Job Title: Financial Specialist
Position Code: 4N64, DN64
Job Classification: Non-Exempt

Supervisor: Director II, Budget and Finance
Pay Grade : 25
Contract Length: 245 Days

Job Summary

Position is responsible for representing the school division as liaison to the City Treasurer's office and functioning as lead in reconciling the school division's operational and grant funded multimillion dollar cash and bank accounts on a continual basis. The position interacts daily with school division accounting staff, City Treasurer's office, and the bank to remain aware of, understand, and be prepared to explain all cash transactions.

Essential Duties

1. Performs all duties associated with reconciling multimillion-dollar school division accounts with the City Finance Department and reports differences to appropriate personnel for resolution/correction.
2. Prints all school division checks via Financial Accounting System, distributes those checks via most appropriate, secure and expeditious medium; executes electronic payments, submits positive pay files to bank, and provides required documentation to City Treasurer.
3. Maintains records of daily cash transactions and bank account information; accesses daily bank information via secure web sites.
4. Processes unclaimed property and enables reporting to the Virginia Department of the Treasury.
5. Ensures compliance with internal and external Policies, Procedures and internal control.
6. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Director II, Budget and Finance or other appropriate administrator.

Job Specifications

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, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Associate degree in accounting or business related field and at least two years of relevant experience (for example bookkeeping or accounting) or any equivalent combination of experience and training. Knowledge of bookkeeping/accounting terminology, methods, procedures and equipment; thorough knowledge of standard office procedures, practices and equipment; general knowledge of accounting principles and related data processing equipment. Skill in use of state-of-the-art financial management systems, a variety of office machines, and computers; ability to establish and maintain effective working relationships with associates. Must be able to work under minimal supervision. Must have ability to exercise professional decorum. Must possess excellent organizational skills and the ability to handle details accurately. Ability to understand and follow oral and written directions; ability to establish and follow detailed work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy.

Working Conditions & Physical Requirements

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 essential functions. Exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Director II, Budget and Finance

This job description in no way states or implies that these are the only duties to be performed by this employee. The Financial Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director II, Budget and Finance or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date