

## AJ4003 Job Description: Finance Specialist I

Created/Revised: 10/07/2008 / 03/09/2022

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**Division:** Administration  
**Reports To:** Finance Manager  
**FLSA Status:** Non-Exempt  
**Salary Level:** Finance Assistant  
**Classification:** Civilian

### **SUMMARY:**

The Finance Specialist I supports the Finance division, assuring that operations run efficiently by providing assistance on an as-needed basis with projects and daily workload, and by performing basic accounting processes.

Under minimal supervision, this position performs all essential functions of the Finance Assistant, as well as tasks requiring knowledge of general accounting principles, and the use of specialized software applications. Knowledge of basic computer and software applications such as Microsoft Word, Excel, and Outlook, and the knowledge of general office practices and procedures is also required to perform the related tasks.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Demonstrate proficiency in all Finance Assistant essential duties and responsibilities.
- Perform general accounting duties.
- Perform advanced research tasks, using electronic records, the internet, and other available resources.
- Maintain systems and programs using specialized software; includes data entry, data analysis, file and report generation/distribution.
- Assist with special projects.
- Other duties may be assigned.

### **SUCCESSFUL CANDIDATES WILL DEMONSTRATE THE FOLLOWING CHARACTERISTICS:**

- Knowledge of general office management practices, including typing at 35 wpm, basic filing procedures and the appropriate use of office equipment.
- Telephone etiquette and skills required for efficient use of modern, multi-line telephone systems.
- Problem solving skills, using the guidelines established within the Agency's policies and procedures to determine the best course of action or appropriate solution.
- Effective oral and written communication skills.
- Time management skills, including being able to prioritize work to meet goals, objectives and deadlines.
- The ability to follow instructions, checklists, and/or process documentation; can work independently with minimal supervision or direction.

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- Makes a conscious effort to understand causes rather than looking only at effects; focuses on creating ideas and plans for correcting issues or handling daily tasks.
- Develops and uses systems to organize and track information or work progress; ensures high quality of work; reviews and checks accuracy.
- The ability to establish and maintain effective working relationships with other employees, other agencies and the public.
- Can envision, plan and execute an assigned project or task without step-by-step instructions; explores ideas that are creative and unusual, not limited or controlled by tradition.
- Acts as a positive role model; has a positive attitude.
- Exhibits the willingness to share skills, knowledge and expertise; leads by example.
- Works cohesively within a team; collaborates well with others.
- Handles sensitive information in an appropriate manner.
- Proficient in the use of Microsoft Word, Excel and Outlook.

### Benchmarks for Proficient Use – Word

- Create new documents, including use of mail merge.
- Properly saves and names documents using SAVE and SAVE AS.
- Can move, copy, find and replace text within a document.
- Can properly format characters and paragraphs.
- Create and edit tables.
- Print and publish documents.
- Correct documents using spelling and grammar and the autocorrect tool.

### Benchmarks for Proficient Use – Excel

- Create new workbooks and worksheets.
- Understands and can use basic and advanced formulas.
- Can properly format cells, rows, columns; modify page layout.
- Can create charts using static data.
- Works with multiple worksheets.
- Works with data lists.
- Advanced chart skills.

### Benchmarks for Proficient Use – Outlook

- Can perform basic email tasks (compose, send, receive, forward, reply).
- Can manage tasks.
- Can schedule calendar events, single and recurring.
- Can manage contacts – able to create new records and groups for distribution.

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### **EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED) required. Four (4) years of administrative or financial experience with college level course work or equivalent combination of education and experience required.

### **LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small groups.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid driver's license and maintain a driving record that supports the ability to operate an Agency vehicle. Applicant must obtain a valid Arizona Driver's License within six (6) months of employment.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The member is occasionally required to stand, walk, climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable

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

The noise level in the work environment is usually moderate.

### **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.