

City of Dallas
Classification Specification

Title:	Financial Specialist	Class Code:	34004
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Clerical/4	FLSA Status:	Non-Exempt
Safety Sensitive:	AD	Established:	10/01/1994
CDL:	No	Revised:	10/1/2017
FLSA Status:	Non-Exempt		

Position Purpose:

Performs varied and complex clerical duties and keeps accurate financial records to ensure that a good bookkeeping system is maintained within department.

Essential Functions:

1. Performs bookkeeping function by preparing and maintaining individual ledger accounts to prepare financial reports.
2. Prepares and processes documents such as journal vouchers and payment vouchers used for completing financial transactions to maintain a good system of accounting.
3. Maintains accounts payable and receivable by verifying amounts to be paid/received to ensure the accuracy of financial transactions.
4. Inputs data into financial accounting system to accurately process financial transactions.
5. Verifies and maintains accurate financial information by obtaining, reconciling, and correcting reports to ensure accuracy of financial reporting.
6. Processes payments by crediting/debiting correct funds in the city's accounting system for accurately tracking fund expenditures.
7. Collects fees and reconciles amounts collected to ensure revenue is collected and entered in books accurately.
8. Keeps an accurate count on inventory items by making adjustments for inventory changes to maintain a good inventory system within the department.
9. Allocates expenditures to various budget codes to maintain an effective cost accounting system.
10. Assigns and coordinates work of cashiers and other clerical staff; reviews reports and deposits for accuracy and completeness.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of basic bookkeeping and accounting principles.

Working knowledge of financial accounting system.

Ability to operate and use office equipment such as copier, calculator, personal computer and fax machine.

Ability to make mathematical computations accurately.

Ability to enter data and reconcile reports.

Ability to maintain financial records.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain an effective rapport with clients, business organizations, employees, various associations and the general public.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily and exhaustive list of all responsibilities, duties and skills required.