


JOB DESCRIPTION

<p>County of York</p>  <p>Human Resources</p>	<p>Finance Generalist</p> <p>Status: Full-time</p> <p>FLSA: Non-Exempt (Hourly)</p> <p>Annual Salary: \$23 - \$25 hour</p> <p>Union: Non-Union</p> <p>Reports to: Finance Director, and/or Designee</p>
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JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This position will perform moderate level clerical accounting and finance record keeping activities involving the preparation, processing, and administration of the County's financial systems.

This full-time position works within the Finance Department and occupies a confidential position within the meaning of 26 M.R.S.A. 962 (6) (C).

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervisor of the Director of Finance and his/her designee who provides guidance on conformance with established rules, regulations, and state laws.

ESSENTIAL DUTIES

1. Ability to read and interpret documents such as policies, financial reports, and procedure manuals.
2. Managing financial software and other specified programs. (Ex. MUNIS, Kronos)
3. Ability to cross train and fill in as needed in regard to all aspects of the processing of invoicing in accordance with county policy and best financial practice.

4. Establishing and maintaining relationships with new and existing vendors, as required.
5. Answer staff inquiries, research vendor issues, manage check voids, and reissues along with monthly GL reconciliations.
6. Review and perform cash reconciliation on operating account(s)
7. Review and evaluate the accuracy of insurance invoices and reconcile those invoices with payroll deductions taken from employees.
8. Assist in data entry of information required to process payrolls. Including in verifying accuracy of preliminary payroll registers and the printing of payroll reports.
9. Assist with processing information and maintaining records of payroll deduction items and the balance of the weekly payroll.
10. Assist in preparing all quarterly and year-end reports, to include all year-end closing activities.
11. Review, evaluate and disseminate for appropriate action all incoming mail into the Finance Department.
12. Effectively work independently and as part of the financial team.
13. All other specialty assigned projects within the Finance Department as needed.

KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of:

- This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate computer literacy.
- Considerable knowledge of principles and practices of payroll, bookkeeping and accounting procedures.
- Ability to apply financial knowledge to work situations.
- Skills in preparing financial records.
- Ability to gather data and make judgements.
- Ability to utilize technology to accomplish assigned tasks. (MUNIS, Kronos, Microsoft Office Suite)
- Incumbents must possess the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Incumbent must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to:

- Adheres to County Government Policy and Procedures.
- Performs duties as workload necessitates.
- Maintains a positive and respectful attitude.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.

Education:

Advanced education above high school preferred; years of experience in finance field may be substituted for an advanced degree.

EXPERIENCE AND CERTIFICATIONS

Experience:

Public sector finance experience preferred but not required. Familiarity with Munis, TLM, and KRONOS time keeping highly preferred but not required.

NECESSARY SPECIAL REQUIREMENT(S)

- Must be 18 years of age or older.
- High school graduate or equivalent required.
- A minimum of two years' experience working directly with financial data.
- Must successfully pass a pre-employment background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Possess good customer service skills, and a professional and courteous demeanor.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to sit for long periods of time; walk; use hands to type for in a repetitive motion; and reach with hands and arms. As well as on occasion lift 20 pounds or more.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Send cover letter and resume to:

Linda Hutchins-Corliss, Deputy County Manager/H.R. Director, 45 Kennebunk Road, Alfred, ME 04002. Or email to lmcorliss@yorkcountymaine.gov

Physical Address: 149 Jordan Springs Road, Alfred, ME 04002

Review of resumes will commence immediately and will remain open until the position is filled.

Applications can be downloaded from the County website: www.yorkcountymaine.gov/careers

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran Status.