

**CITY OF GAHANNA, OHIO  
CLASS SPECIFICATION**

**CLASS TITLE:** Finance Coordinator  
**DEPARTMENT:** Finance  
**REPORTS TO:** Deputy Director of Financial Services

**CLASS CODE:** 23023  
**FLSA STATUS:** E  
**DATE:** 1/11

**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Reconciles the City of Gahanna's financial records with banking records; performs revenue collection functions for the City.

**ESSENTIAL JOB FUNCTIONS:**

Importance	Tasks	% of Time
1	Reconciles accounts payable: balances payables to bank statements; resolves any outstanding deposit issues with internal departments or bank.	30
2	Collects and deposits tax revenues which may include income tax, bed tax, real estate tax and others as assigned by supervisor.	20
3	Provides excellent customer service to internal and external customers by responding to questions in person or via phone, mail, or email; assists tax payers by referring them to RITA for questions regarding the preparation of their tax returns.	10
4	Receives notification of non-sufficient funds (NSF) payments from bank; generates and submits correspondence for supervisor approval; sends correspondence to maker of draft and files/posts transactions as required; reviews daily ledger of NSF payments and recommends next course of action to supervisor; upon supervisor approval, notifies proper department or Mayor's Court for further action; reconciles NSF account monthly; prepares and delivers weekly deposit of recovered funds; prepares statistical reports as needed.	10
5	Monitors accounts payable (A/P) checks; logs A/P checks into check register; identifies and logs voided checks and records in register; performs audit of purchase orders (PO's).	5
6	Monitors payroll check information; logs payroll checks into check register; identifies and logs voided checks; performs audit of checks to verify amounts, payee and signatures.	5
7	Responsible for the petty cash reimbursements for all city employees for purchases made under \$20.00; reconciles account regularly.	2

\*\* Regular, predictable, and punctual attendance is required.

**IMPORTANT JOB FUNCTIONS:**

Acts as back up to staff, including the Payroll Coordinator and Accounting Technician when needed.

Locates and advises records management personnel of records for destruction each year.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer      General office equipment      Adding machine

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Business Administration, Accounting or related field;  
and,

One year of responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Accounting terminology, methods, procedures and equipment.

Accounting principles and related data processing equipment.

Internal departmental policies and procedures.

City government organization and operations.

External governmental bodies and agencies related to area of assignment.

All computer software and hardware related to the performance of the essential functions of the job, including a computerized financial system.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Researching, analyzing, compiling, interpreting and summarizing a variety of information, data and materials.

Preparing complex, concise, accurate documents.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating orally and in writing with internal staff, citizens, Mayor, council members, and other department staff in order to give and receive information in a courteous manner.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as municipal laws and ordinances.

Ability to speak and write effectively.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively with the public.

While performing the essential functions of this job, the incumbent is regularly required to sit, see clearly; hear; read and write; walk; grasp and hold objects; keyboard; and occasionally lift objects up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

<b>Prepared by:</b>	<b>Date:</b>
<b>Approvals:</b> <b>Supervisor/Manager:</b>	<b>Date:</b>
<b>Director:</b>	<b>Date:</b>
<b>Human Resources:</b>	<b>Date:</b>
<b>I understand the above job description details my current job duties:</b>  _____ <b>Employee Signature</b>	<b>Date:</b>

file: Finance Coordinator

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.