



Finance Specialist

Reports to: Finance Director

Department: Administration

Employment Status: Full-Time

FLSA Status: Non-Exempt

Supervisory: None

General Purpose Statement

The Finance Specialist performs various accounting and finance-related duties, including accounts payable and receivables, taxes, processing payroll, preparing benefit payments and reports, completing payroll tax returns and reports, and bank and payroll reconciliations. This position assists with the month and year-end close processes, annual financial audits, and budget preparation. The Finance Specialist has access to sensitive documents and records and must maintain a high level of confidentiality.

Essential Duties & Responsibilities

- Assists in accounting entries for capital assets, asset dispositions, contributed capital, auctions, and other related transactions as directed by the Finance Director
- Assists the Finance Director in accounting functions related to GASB 34 reporting
- Completes accounting tasks for development agreements, incentive programs, and investment accounts
- Performs general accounting functions including monthly reconciliation of subsidiary ledgers, balancing and reconciling transactions in the general ledger, completing required journal entries and month-end closing tasks and reports
- Reconciles multiple bank accounts to monthly cash journals, including clearing checks and preparing correcting journal entries.
- Assists with completing unexpected and/or urgent projects requested by Finance Director or other Authority members
- Assists with the annual audit of Authority financial records and preparation of the Annual Report
- Oversees and maintains the complete payroll process, salary changes, terminations, deductions, payroll check printing, leave reporting, new hire reporting, and statistical/census surveys
- Manages the retirement and pension administration (Administrative, Responder, and Volunteer) process to include, board meeting coordination and minutes, review of plan documents, processing enrollments and terminations
- Performs payroll and benefit administration duties in the following areas: biweekly payroll-mandated reporting, payroll taxes, new hire reporting, statistical survey/census, employee benefits, and worker's compensation



- Prepares worksheets and responds to requests for all payroll audits
- Enters and maintains employee data in QuickBooks and acts as the primary payroll user for troubleshooting and testing
- Reconciles payroll asset and liability account balances in the General Ledger
- Prepares state and federal quarterly tax reports, verifies year-end W-2 totals, and balances W-2 totals to IRS Form 941
- Analyzes payroll, processes and procedures; and recommends policy enhancements
Balances payroll withholdings and processes all insurance premiums and benefit payments
- Maintains paid and unpaid time off records
Troubleshoots and corrects payroll errors and discrepancies
- Develops clear and accurate payroll and benefit reports and information for internal and external customers
- Audits summaries, tax forms, bank balances, wage reports, and surveys
- Coordinates with Human Resources on employee insurance and benefit enrollments, payroll deductions, and other shared processes
- Works as the designated election official for the Eagle and Pitkin counties and is responsible for oversight of District/Authority elections.
- Holds sensitive information in strict confidence
- Prepares and analyzes a variety of data, reports, and documents
- Provides excellent customer service by assisting Authority members in researching information to answer questions and solve problems
- Assists in the preparation of the annual budget allocations
- Develops clear and accurate financial reports and information for internal and external customers
- Performs other duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of QuickBooks
- Knowledge of accounts payable and accounts receivable principles and practices
- Knowledge of the theory, principles, practices, and methods of payroll processing
- Knowledge of the concepts and principles of generally accepted accounting procedures and bookkeeping methods
- Knowledge of state and federal election laws and election procedures
- Knowledge of computer applications and techniques used in the completion of daily assignments
- Knowledge of Authority operations
- Knowledge of accounting terms
- Knowledge of the reporting and record-keeping requirements of finance and Authority operations



- Good organizational, communication, and customer service skills
- Mathematical skill to handle required calculations
- Strong ability to maintain strict confidentiality of all payroll and benefit information
- Ability to work under stress related to duties that require constant attention to detail and tight deadlines
- Ability to work over-time to meet deadlines
- Ability to become a registered voter in the State of Colorado
- Ability to work with a diverse population of groups
- Ability to effectively communicate information
- Ability to exercise considerable judgment and handle confidential information
- Ability to make decisions, solve problems, and meet Authority objectives
- Ability to use independent judgment and discretion to perform tasks in routine and non-routine situations
- Ability to learn and apply new skills needed for completion of duties

Minimum Qualifications

Bachelor's degree in accounting or a related field and four years of accounting experience and complex payroll are required. Certified Payroll Professional designation preferred. An equivalent combination of experience and training which provides the required knowledge, skills, and abilities may be considered.

Equipment, Environment, Mental, and Physical Activities

- **Driving:** May drive an Authority vehicle or personal vehicle in the normal course of business
- **Office equipment:** Daily use of calculator, copier, fax, scanner, and printer
- **Computer equipment:** Daily use of personnel computer; Microsoft Word, Excel and PowerPoint; Adobe Acrobat; QuickBooks; Zoll; HRIS system, Roaring Fork Fire & EMS; and Fire RMS
- **Other equipment:** shredders, laminator, printer
- **Language skills:** Reads and interprets documents, instructions, and manuals; writes reports and correspondence using proper spelling, grammar, and style; presents information and responds to questions individually and in small groups
- **Mathematical skills:** Performs routine mathematical calculations including fractions, decimals, ratios, percent, and proportions.
- **Reasoning ability:** Interprets instructions in written, oral, or diagram; solves practical problems with little standardization and a variety of concrete variables
- **Physical Activity:** Sits for long periods; may walk, stand, bend, stoop, reach climb, carry, and lift for varying periods. Requires continuous and repetitive arm-hand-eye movement



- **Lifting:** May involve lifting and carrying up to 25 pounds for short periods
- **Vision and hearing:** Must have visual acuity to see and for short periods read paper and electronic documents; must be able to answer telephones, participate in conversations with others, and respond to verbal inquiries
- **Exposure to environmental conditions:** May be exposed to heat, cold, noise, rain, snow, odors, fumes, traffic, and dust/dirt

Hours and Work Schedule

This is an exempt level position that includes work mainly in the daytime, Monday through Friday; with occasional evening and weekend work.

NOTE: Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristic. The list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Unless the employee has an executed written contract with the Authority, employment with the Authority is terminable at-will of either the employee or the Authority, at any time, without notice, cause, or any specific disciplinary procedures.

Employee Signature

Date