

	Title	Finance/Human Resources Specialist	Job #	2022-9
	Department	TBD	Reports To	TBD
	Full or Part Time	Full Time, Salaried	FLSA Status	Exempt
			Rate	\$55,000-65,000

GENERAL STATEMENT OF JOB

The Finance/Human Resources Specialist is a full-time professional level position responsible for performing technical work with accounting and human resource processes in accordance with state and federal laws. The position is responsible for updating and coordinating with all departments the implementation of financial practices and reporting, processing payroll, and managing employee records and benefits. This position works closely with the Clerk/Treasurer, Mayor, and Public Works Director.

JOB DUTIES & EXAMPLES OF WORK PERFORMED

Part 1: Finance

1. Generates and organizes monthly and annual financial reports for department heads and City Administration; runs other reports by request
2. Coordinates and assists with the City’s Annual Budget Process including preparing department specific budget spreadsheets
3. Performs monthly bank reconciliations and reviews accounts payable/accounts receivable entries to assure fiscal control
4. Makes monthly journal entries for interest and other entries as needed.
5. Assists with the maintenance of the City’s chart of accounts and general ledger
6. Performs year-end financial processes
7. Prepares documents and reports for the annual audit process; works with auditors for compilation of the annual audit and Public Service Commission (PSC) reports
8. Assists the Public Works Director with the Compliance Maintenance Annual Report (CMAR)
9. Maintains carryover balances compiled annually from the auditors (GASB 54)

Part 2: Human Resources & Payroll

1. Processes bi-weekly payroll for all City Staff
2. Manages employee records: sets up and orients new employees; manages changes to benefits and withholdings including annual changes during open enrollment; tracks vacation, compensatory and other leave banks
3. Processes bi-weekly and monthly payroll liabilities, garnishments, and child support payments; completes quarterly state and federal income tax reporting
4. Maintains employees in Wisconsin Retirement System (WRS); completes annual reconciliation
5. Prepares and reports unemployment information
6. Files workman’s compensation claims; assist with annual workman’s comp audit
7. Prepares W-2’s, W-3’s and coordinates with the accounts payable clerk in preparing 1099’s
8. Calculates and maintains year-end, resignation and retirement payouts
9. Processes and tracks FMLA and leave of absence requests
10. Handles employee requests for information
11. Tracks drug tests for City Staff and new personnel

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Part 3: Other Duties

1. Maintains the City’s schedule of Fixed Assets; tracks sales/purchases; ensures equipment is properly insured and titled
2. Works with the Clerk/Treasurer to review annual property insurance coverages
3. Assists the Clerk’s office with elections
4. Covers phones and collects payments in the front office as needed.
5. Stays up-to-date on state and federal law changes impacting the position
6. Additional duties as assigned

DESIREABLE EDUCATION, KNOWLEDGE & EXPERIENCE

1. Minimum of an Associate’s Degree or Certificate from an accredited college or university in Accounting, Finance, Human Resources, Business Administration or another related field; Bachelor’s Degree preferred. Candidates without formal degrees but with relevant experience may be considered.
2. Prior knowledge and experience with of government accounting practices and generally accepted accounting principles (GAAP)
3. Experience using financial software; prior use of Caselle/Civic or Workhorse a plus
4. Advanced Microsoft Office skills
5. Prior experience processing payroll and managing employee benefits
6. Ability to maintain a high level of confidentiality
7. Understanding of the organization and function of local government
8. Possess a strong attention to detail, organization, and ability to prioritize and multi-task
9. Be able to work independently and as a team player
10. Possession of a valid Wisconsin Driver’s License

CLOSING STATEMENT

The description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the Supervisor has the right to assign, direct and modify duties and responsibilities as needed.

I have read and understand the essential functions of the job.

Signature: _____ Date: _____