



***City of Tucumcari
P.O. Box 1188
Tucumcari, NM 88401***

Job description: Finance Specialist

Job Overview

Under direct supervision of the Finance Director and Deputy Finance Director, Financial Specialists record all payments made and maintains accounting records by performing the following duties. Greets customers and visitors to City Hall, answers the main telephone and routes calls to the correct office, computes and collects utility payments from customers, and issues work orders. Financial Specialist may also assist in accounts payable and receivable functions.

Responsibilities

- Cashiering and Accounts Payable and Receivable
- Inputs all information into computer from Invoices/purchase vouchers for payment for vendors.
- Inputs detail description on payments/purchase orders.
- Verify correct GL number goes with purchase order/invoices
- Enter all purchase requisitions on Monday and Wednesday, verify budget available before processing.
- Process purchase requisitions in to purchase orders. Give department heads their copy of purchase order immediately.
- Ensure payments are processed prior to due date.
- Stamp incoming invoices/purchase vouchers to document date received in Accounts Payable.
- Process checks on Tuesday and Thursday with flexibility to process checks as needed or as requested by department heads.

- Checks must be filed weekly, statements must be verified for payment status weekly.
- Desk must be kept organized for functionality and to facilitate assistance within coworkers when required.
- Sends out invoices such as lodger's tax, business licenses, liquor license and property leases, landfill and penalty charges at the first of the month.
- Post payments on accounts that are not paid through cashier (i.e. Lab and waste water) by the 10th of the month.
- Process individual invoices as they come up.
- Files invoices monthly
- Run statements for aging monthly and mail statements to current customers.
- Performs all duties of cashier when needed or scheduled.
- Greet customers and visitors to City Hall in a professional and courteous manner. Answer the City's main telephone in a courteous and professional manner, answer questions, resolve problems, write work orders to start and stop utility services for customers and direct customer inquiries and complaints to the correct office to resolve those issues as quickly and effectively as possible.
- Receive payments from customers either in person or through the mail.
- Calculate totals on the customer's account, record transactions in the computerized accounting software and issue receipts and make correct change to the customer. Reconcile amounts received with amounts shown on customer billing stubs.
- Responsible for receipting all money into correct funds and making deposits. Responsible for correctly balancing the cash drawer at the end of each day.
- Investigate and resolve discrepancies in customer accounts by researching account histories and explaining charges on the bill to the customer and initiate action to adjust the difference if needed.
- Handle delinquent accounts and partial payments.
- Complete Deposit list accurately no later than the fifth of each month.
- Process the appropriate deposit refunds and/or transfer deposit to new account weekly.
- Verify check out totals and prepare deposit as scheduled.
- Take deposit to bank along with mail and distribute mail to the appropriate departments as scheduled.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching

- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Experience:

- Financial concepts: 1 year (Preferred)

Ability to Commute:

- Tucumcari, NM 88401 (Required)

Ability to Relocate:

- Tucumcari, NM 88401: Relocate before starting work (Required)

Work Location: In person