



CITY OF URBANA

Human Resources Division

FINANCIAL SERVICES COORDINATOR

Department: Finance	Division: Financial Services
Work Location: Urbana City Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To: Financial Services Manager	Union: Non-Union

JOB DESCRIPTION

Under general supervision from the Financial Services Manager, the Financial Services Coordinator is responsible for processing City payroll, reconciling various receipts, preparing and posting journal entries, and performing other routine office clerical duties. This position requires frequent contact with employees, vendors, and the public.

ESSENTIAL FUNCTIONS

Payroll

- Receives, reviews, and processes personnel action request forms (PARFs), requesting additional information or corrections as necessary. Coordinates with Human Resources to ensure accurate employee records.
- Calculates appropriate payouts related to separated employees as defined by City Personnel Policies and Procedures Manual.
- Receives, reviews, and processes bi-weekly time from various departments, which includes verifying hours and time off, reviewing the trial run for errors, and making changes to the master files.
- Interpret and apply provisions of labor agreements and applicable laws and policies.
- Prepares and distributes payroll checks and coordinates payroll direct deposits, including positive pay files with financial institutions. Prepares and submits appropriate bi-weekly and monthly reports with State, Federal and other organizations, such as Illinois Municipal Retirement Fund, Illinois Department of Employment Security, State of Illinois, and the Internal Revenue Service.
- Prepares and submits appropriate quarterly and annual reports in compliance with State and Federal requirements, such as Form 941, W-2's, and Affordable Care Act.
- Prepares and submits payments to flex spending accounts, retirement accounts, credit union, and any other authorized deductions.
- Provide technical support and training to department payroll clerks.

Accounts Receivable

- Processes various City revenue receipts for deposit such as recycling tax, food and beverage tax, landscape recycling fees, rental registration fees, and local motor fuel tax; verifies calculations of these receipts; enters revenue receipts into financial system; verifies revenue receipts to general ledger.
- Prepares and mails bills to individuals and businesses owing money to the City for various services performed or damages to City property; maintains file system for outstanding bills and mails out follow-up notices; works with City's Legal office to collect delinquent accounts.
- Negotiates and approves payment plans within established limits. Monitors payment plan compliance.

Reconciliation

- Reconciles City's health, dental, and life insurance payments from payroll records to the amount billed, including payments made from retirees and other agencies, ensuring accuracy of reimbursement to the City.
- Maintains various subsidiary ledgers and reconciles those to the general ledger on a monthly basis.
- Prepares financial analysis under the direction of the Financial Services Manager.

Business Office Support

- Provides support for the City's computerized systems, including assistance with implementation of new modules. Participates in weekly staff rotation to deliver deposits to the bank.
- Prepares or inputs journal entries.
- Prepares competitive pricing bids for office supplies, stationary, and bulk mailings for the City.
- Prepares bulk order of City stationary as needed.
- Prepares internal and external correspondence.
- Performs other duties as assigned.
- Fills in during absences of Financial Services Manager.

Accounts Payable

- Fills in during absences of the Financial Services Specialist. Is expected to know duties and functions of this position.

Audit

- Assists auditors during annual audit by creating and providing various supporting documentation reports and answering routine procedural questions.

Budget

- Assists during annual budget preparation by creating and providing various supporting documentation reports and answering budget related inquiries regarding employee compensation and benefits.

JOB REQUIREMENTS

EDUCATION & EXPERIENCE

- Completion of an Associate's degree in Accounting or equivalent work experience.
- At least three years of accounting, bookkeeping, payroll or related experience; "experience" is defined as paid, full-time employment.

KNOWLEDGE

- Knowledge of business English, punctuation, spelling, office practices and procedures, and operation of standard office equipment.
- Demonstrated proficiency in Microsoft Office software (versions 2007 or above), especially in Word, Excel, and Access.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of basic accounting principles and practices and the analysis and reporting of financial data.
- Knowledge of principles and procedures for personnel policies and procedures and compensation and benefits as it relates to payroll.

SKILLS

- Must possess data entry and 10-key entry skills.
- Strong skills in operating computers and office equipment.
- Effective time management to meet deadlines on a daily/weekly basis.
- Effective problem solving skills.
- Strong attention to detail.

ABILITY TO

- Originate correspondence in accordance with the standard format.
- Learn new computer entry and recording programs.
- Maintain a payment order and filing system;
- Maintain computer standardized financial records;
- Work effectively with frequent interruptions.
- Prioritize workload, work efficiently, meet multiple and conflicting deadlines in a fast paced environment.
- Prepare and maintain meaningful, concise and accurate reports.
- Effectively communicate to supervisors, co-workers, and the public by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others and maintain them over time.

City of Urbana
Financial Services Coordinator

- Comply with federal, state, and City policies, procedures, and regulations.
- Keep up-to-date technically and applying new knowledge to the job.
- Perform day-to-day administrative tasks, such as maintaining information files and processing paperwork.
- Be reliable, responsible, dependable, and fulfill obligations.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois Class D driver's license.
- Pass a criminal background check.

RESPONSIBLE FOR:

- Ensuring all data is accurately entered into the computer program using established guidelines.
- Collecting monies owed to the City for various services performed; maintaining filing system for outstanding bills and mailing out follow-up notices.
- Referring delinquent accounts to the Legal Division for action on a timely basis.
- Obtaining purchasing bids for City wide supply contracts.
- Processing City's biweekly payroll, which includes but is not limited to verifying time entered by other departments, reviewing the trial run for errors, reviewing trial run for compliance with City policies and union contracts, and making changes to the employee and City master file, preparing and distributing City payroll checks/direct deposits, positive pay file, deductions checks and various reports.
- Maintaining confidential records such as employee payroll records and business sales receipts and taxes.
- Working cooperatively with departmental personnel in completing work assignments.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with the general public while collecting fees and answering inquiries.
- Daily contact with other City departments and employees.
- Regular contact with vendors to identify technologies to monitor fulfillment of contracts.

WORK ENVIRONMENT

- Standard office setting.
- Hours are typically 8 a.m. – 5 p.m., but may occasionally vary.

PHYSICAL REQUIREMENTS

- Lifting & Carrying: Up to 25 lbs. unassisted to include but not limited to paper boxes and files.
- Physical: Reaching, standing, sitting, typing, talking, crouching, fingering, kneeling, seeing and hearing.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL CONDITIONS

- Employment is contingent upon satisfactory completion of a criminal background check.

Class Specification History

- Changes in responsibilities and pay grade 1/22/2020
- Title change and pay grade revision: 3/29/2017
- General revision: 7/27/2016
- General revision: 6/27/2012

Recommended pay grade is 235.



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JOB DESCRIPTION

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ESSENTIAL FUNCTIONS

Payroll

- Receives, reviews, and processes personnel action request forms (PARFs), requesting additional information or corrections as necessary. ~~Inputs data~~ Coordinates with Human Resources to maintain/ensure accurate employee records.
- Calculates appropriate payouts related to separated employees as defined by City Personnel Policies and Procedures Manual.
- Receives, reviews, and processes bi-weekly time from various departments, which includes verifying hours and time off, reviewing the trial run for errors, and making changes to the master files.
- Interpret and apply provisions of labor agreements and applicable laws and policies.
- Prepares and distributes payroll checks and coordinates payroll direct deposits ~~with financial institutions,~~ including positive pay files with financial institutions. Prepares and submits appropriate bi-weekly and monthly reports with State, Federal and other organizations, such as Illinois Municipal Retirement Fund, Illinois Department of Employment Security, State of Illinois, and the Internal Revenue Service.
- Prepares and ~~files~~ submits appropriate ~~bi-weekly~~ quarterly and ~~monthly~~ annual reports in compliance with State, and Federal ~~and other organizations~~ requirements, such as Form 941, W-2's, and Affordable Care Act.
- Prepares and submits payments to flex spending accounts, retirement accounts, credit union, and any other authorized deductions.
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Accounts Receivable

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Reconciliation

- Reconciles City's health, dental, and life insurance payments from payroll records to the amount billed, including payments made from retirees and other agencies-, ensuring accuracy of reimbursement to the City.
- Maintains various subsidiary ledgers and reconciles those to the general ledger on a monthly basis.
- Prepares financial analysis under the direction of the Financial Services Manager.

Business Office Support

- ~~Enters instructions into the computer system for various system procedures, such as printing reports and basic system maintenance.~~
- Provides support for the City's computerized systems, including assistance with implementation of new modules. Participates in weekly staff rotation to deliver deposits to the bank.
- Prepares or inputs journal entries.
- Prepares competitive pricing bids for office supplies, stationary, and bulk mailings for the City.
- Prepares bulk order of City stationary as needed.
- Prepares internal and external correspondence.
- Performs other duties as assigned.
- Fills in during absences of Financial Services Manager.

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- Assists auditors during annual audit by creating and providing various supporting documentation reports and answering routine procedural questions.

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JOB REQUIREMENTS

City of Urbana
Financial Services Coordinator

EDUCATION & EXPERIENCE

- Completion of an associate's degree in Accounting or equivalent work experience.
- At least three years of accounting, bookkeeping, payroll or related experience; "experience" is defined as paid, full-time employment.

KNOWLEDGE

- Knowledge of business English, punctuation, spelling, office practices and procedures, and operation of standard office equipment.
- Demonstrated proficiency in Microsoft Office software (versions 2007 or above), especially in Word, Excel, and Access.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of basic accounting principles and practices and the analysis and reporting of financial data.
- Knowledge of principles and procedures for personnel policies and procedures and compensation and benefits as it relates to payroll.

SKILLS

- Must possess data entry and 10-key entry skills.
- Strong skills in operating computers and office equipment.
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- Work effectively with frequent interruptions.
- Prioritize workload, work efficiently, meet multiple and conflicting deadlines in a fast paced environment.
- Prepare and maintain meaningful, concise and accurate reports.
- Effectively communicate to supervisors, co-workers, and the public by telephone, in written form, e-mail, or in person.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Comply with federal, state, and City policies, procedures, and regulations.
- Keep up-to-date technically and applying new knowledge to the job.

City of Urbana
Financial Services Coordinator

- Perform day-to-day administrative tasks, such as maintaining information files and processing paperwork.
- Be reliable, responsible, dependable, and fulfill obligations.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois Class D driver's license.
- Pass a criminal background check.

RESPONSIBLE FOR:

- Ensuring all data is accurately entered into the computer program using established guidelines.
- ~~Performing basic operational maintenance on City's mid-range computer system; serving as console operator by entering instructions into the computer system for various system procedures, such as printing periodic reports and basic system maintenance.~~
- Collecting monies owed to the City for various services performed; maintaining filing system for outstanding bills and mailing out follow-up notices.
- Referring delinquent accounts to the Legal Division for action on a timely basis.
- Obtaining purchasing bids for City-wide supply contracts.
- Processing City's biweekly payroll, which includes but is not limited to verifying time entered by other departments, reviewing the trial run for errors, reviewing trial run for compliance with City policies and union contracts, and making changes to the employee and City master file, preparing and distributing City payroll checks/direct deposits, [positive pay file](#), deductions checks and various reports.
- Maintaining confidential records such as employee payroll records and business sales receipts and taxes.
- Working cooperatively with departmental personnel in completing work assignments.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with the general public while collecting fees and answering inquiries.
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Job Class Code 1332	Pay Grade 233 <u>235</u>
EEO Category 2-Professional	LVL