



FINANCIAL SERVICES COORDINATOR

JOB DESCRIPTION

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 SUMMARY

Under general supervision from the Financial Services Manager, the Financial Services Coordinator ~~is responsible for~~ performs advanced, professional-level financial and technical functions in support of the Financial Services Division, to include processing City payroll, interpreting and applying provisions of labor agreements and applicable laws and policies, providing technical support and training to department payroll clerks, ~~reconciling~~ processing various revenue receipts, preparing and posting journal entries, maintaining various subsidiary ledgers, assisting with the annual budget, and ~~performing other routine office clerical duties~~ preparing financial analyses as directed. This position requires frequent contact with employees, vendors, and the public, and has access to confidential information.

Distinguishing Characteristics

The Financial Services Coordinator is distinguished from the Financial Services Specialist by the level of responsibility assumed and the complexity of duties assigned. Incumbents in this position are required to be fully trained in all procedures related to assigned area of responsibility, to have a broad and detailed understanding of complex financial and administrative procedures; to have knowledge of City labor agreements, policies and procedures; to have good problem solving and organizational skills; and to have the ability to exercise sound judgment within established guidelines.

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, [hotel and motel tax](#), 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 [such as nuisance abatements](#) 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 as needed. for office supplies, stationary, and bulk mailings for the City.
- Prepares bulk order of City stationary as needed.
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- 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; understands and performs. ~~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.

Standardized Essential Duties

- Continuously seeks process improvements in all operations with the ultimate goal to improve the quality of customer service.
- Assists internal and external customers with inquiries, requests, and/or problems in a friendly, respectful, courteous, and professional manner.
- Communicates and reinforces organizational culture and values.
- Recognizes situations that are beyond his/her limits and directs them to the appropriate person.
- Maintains ongoing communication with supervisor, informing him/her of all pertinent problems, irregularities, new developments, changes and other important information within area of responsibility.

- Maintains a professional and courteous attitude with all people, including fellow employees, members of the public, management, board and commission members, elected officials and members of the media. Cooperates with other departmental/division personnel to ensure customer service standards are consistently practiced.
- Maintains confidentiality in performing assignments relative to any information received directly or indirectly. Ensure that confidential information is kept secure.
- Complies with City policies and procedures.
- Reports to work on time and as scheduled.
- Performs other duties as needed or assigned.

JOB REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION & EXPERIENCE Education & Experience

- Completion of an associate's degree in Accounting or equivalent ~~work experience.~~
- ~~T~~At least three (3) years of accounting, bookkeeping, payroll or related experience; "experience" is defined as paid, full-time employment.
- Five (5) years of related, professional work experience may substitute for the education requirement.

Knowledge of

- ~~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.

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

- [Excellent written and oral communication skills](#)

SKILLS

- ~~D~~**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.~~

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Ability to

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.~~[Maintain confidentiality in performing assignments relative to any information received directly or indirectly. Ensure that confidential information is kept secure.](#)
- 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.~~
- 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

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois Class D driver's license [or have the ability to obtain one within fifteen \(15\) days of employment.](#)

Security Level

- [Level PII: essential functions require access to and responsibility for detailed personally identifiable information \(PII\) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.](#)

Supervision received

- Works under general supervision; develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.
- ~~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 as needed 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.

Job Dimensions ~~CONTACTS: INTERNAL/EXTERNAL~~

- ~~Daily contact with vendors, the general public, and with other City Departments and employees; interactions may require explanation or interpretation of complex technical concepts while collecting fees and answering inquiries.~~

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Physical Demands and Working Conditions ~~Daily contact with other City departments and employees.~~

- ~~to identify technologies to monitor fulfillment of contracts.~~

Working Environment: Work typically occurs in a standard office setting.

Physical Requirements: Must be physically able to lift and carry up to 25 lbs. unassisted, to include paper boxes and files. Must be physically able to sit for prolonged periods of time, and to occasionally reach, stand, crouch, and kneel. Must be able to physically operate a variety of machinery and equipment including office machines such as computers, calculators, copiers, cellular telephones, etc. May be required to work beyond normal working hours to accommodate deadlines and special projects.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

Hearing: Hear in the normal audio range with or without correction.

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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

- [General revision: 02/22/2023](#)
- Changes in responsibilities and pay grade: 2/05/2020
- Title change and pay grade revision: 3/29/2017
- General revision: 7/27/2016
- General revision: 6/27/2012

Job Class Code 1332	Pay Grade 109
EEO Category 2-Professional	LVL