



CITY OF ANN ARBOR, MICHIGAN  
POSITION DESCRIPTION

## Finance Specialist

<b>Job Code:</b> 000480	
<b>Service Area:</b> Finance & Administrative	
<b>Service Unit:</b> Finance Administration	
<b>Salary Grade (Non-Union):</b> 4	<b>Pay Scale (Union):</b> <b>CP:</b> Choose an item.
<b>Exemption Status:</b> Non-Exempt	
<b>Accountable To:</b> Financial Manager(s)	
<b>Union/Non-Union:</b> Non-Union	
<b>Union Name:</b> N/A	
<b>Essential Driver:</b> No	
<b>Responsible for supervising the following positions:</b>	
<b>Description Prepared By</b> Marti Praschan 04/12/2024 HR Review – CW, SS 7/9/2024 Legal Review – MR 7/9/2024	

**Date Job Description Finalized**

7/9/2024

**Role Summary**

To support a variety of financial aspects of the organization including but not limited to, assisting in procurement activities, accounting, auditing, budget development tasks, financial performance reporting, researching regulations, and strategic planning initiatives. In addition, this position provides analytical support for decision analysis.

**Duties**

Duties are performed under the general supervision of the Financial Manager(s) or designee and may include the following:

Budget Duties:

- Support the development of the city-wide budget
- Support operating management in the development and rollout of benchmarks and performance metrics
- Generate timely budget/forecast statements for assigned departments
- Monitor budget performance for departments to ensure their accuracy and create unique management reports as required
- Independently analyze, predict, and solve problems
- Assist with policy development and implementation of best practices
- Assist in the development of budget transparency and community engagement strategies

Procurement Duties:

- Support the purchasing functions of the City
- Collect and enter purchasing compliance forms into financial system
- Provide purchasing card support
- Review purchase orders, contracts, and associated change orders for compliance with City purchasing policies and procedures and approve within the financial system
- Prepares, publishes and publicly opens formal solicitations as necessary

Accounting Duties:

- Grant management, including interim and final reporting, records maintenance, subrecipient monitoring activities, and audit response assistance
- Act as a liaison to support and guide departments responsible for fulfilling grant award requirements
- Ensure compliance with internal policies and procedures, relevant laws, and Uniform Guidance
- Support Inventory control measures, Internal controls, and Internal audit functions

Other Duties:

- Support ad hoc requests for financial analysis
- Perform related financial work and special projects as assigned
- Support development of both internal and external user fees/rates
- Other duties as assigned

**Knowledge of:** (position requirements at entry)

- Managerial accounting principles and methods applicable to accounting systems
- Computerized financial systems
- Budget and planning methods and procedures
- Sound internal control procedures
- General office management and procedures
- Computers and software applications used in business settings (e.g. Microsoft Office, Excel, and PowerPoint)
- Advanced mathematical and statistical analyses
- Grant regulations including Uniform Guidance (2 CFR 200)

**Skills and Ability to:**(position requirements at entry)

- Properly utilize accounting, budget and planning principles, practices and procedures
- Ability to interact with operating personnel and apply finance principles to help solve operational challenges
- Accurately interpret and implement policies, procedures and regulations
- Problem solve and demonstrate decision making and analytical capabilities
- Apply accounting principles to the maintenance of fiscal and accounting records
- Effectively communicate through oral and written communication

**Equipment**

Standard office equipment, PC, fax, copier, calculator, multi-line telephone and other miscellaneous office equipment.

**Education, Training and Experience** (position requirements at entry)

Required:

- Bachelor's Degree from an accredited college or university
- The City of Ann Arbor will consider an alternative combination of education and experience.

Preferred:

- Bachelor's Degree from an accredited college or university with a major in Finance, Accounting, Economics, Business, Public Administration or closely related field
- Municipal experience
- Knowledge of Grant regulations including Uniform Guidance (2 CFR 200)
- Knowledge of Public Procurement Practices

**Licensing Requirements** (position requirements at entry):

N/A

**Physical Requirements**

Positions in this class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions.

Move and lift light objects less than 20 pounds such as mail, files and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

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