



City of Culver City  
**Finance Specialist**

**SALARY** \$5,400.27 – 6,583.37 Monthly  
 \$31.1554 – 37.9810 Hourly

**JOB TYPE** Full-Time

**DEPARTMENT** Finance

**DIVISION** Treasury

### THE CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops, and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 800+ employees with an overall operating budget of over \$368 million. The City provides a full range of municipal services, including Fire, Police, Community Development, Public Works, Parks, Recreation, Community Services, and Transportation.

### THE POSITION

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Leads, coordinates, and/or supervises the routine work of the work of Senior Account Clerks and other clerical/financial support staff by reviewing progress to determine if work assignments are being met. Provides objective and constructive input for the performance evaluation of subordinates.
2. Performs complex finance activities including research of account histories, account reconciliation, accrual of expenditures and recording of revenues.
3. Verifies and posts cash receipts; applies credits and other adjustments to subsidiary systems and customer accounts as necessary. Records cash, checks, credit card payments, warrants and vouchers, and prepares receipts. Assigns account numbers, codes and issues receipts accordingly.
4. Reviews credit card and electronic payment transactions, payments and accruals of sales and use tax, prepares and records entries into subsidiary systems and the general ledger. Prepares and processes I.R.S.1099 forms and related reporting to tax agencies.
5. Ensures the proper maintenance of various ledgers, journals, accounts, and other similar finance records pertinent to the specific assignment. Prepares reports, identifies problems; and recommends solutions and process improvements for assigned responsibilities.
6. Audits or compares invoices against purchase orders and requisitions to ensure the correct billing for services rendered. Follows up and corrects any discrepancies in invoice transmittals, billed prices, discounts, and terms of payment; withholds payments of invoices pending submission of sufficient evidence of the claim. Processes invoices for payment.
7. Maintains automated accounts receivable systems and oversees collection procedures, which include preparing and mailing invoices, determining penalties, following up by telephone and by mail. Determines bad debt based on established policies.
8. Performs complex procedures involved in tax administration, such as auditing business tax renewals, utility user tax returns, and transient occupancy tax returns.
9. Greets the public politely over the telephone and in person. Responds to inquiries regarding a variety of taxes and fees. Interprets and explains municipal codes, ordinances, resolutions and other applicable laws and regulations to the general public. Investigates and resolves escalated complaints and concerns.

10. Provides individual or group customer service staff training in proper customer service techniques, policies, and procedures; creates, composes, and edits training and procedural guides for customer service staff.
11. Performs other related duties as assigned.

## **EDUCATION AND EXPERIENCE**

### **Education**

Two years of college work and two years of para-professional finance work as a support staff for a division or department head.

### **And**

### **Experience:**

Some lead or supervisory experience is desirable. Additional experience may be considered in-lieu of education on a year for year basis.

## **EXAMINATION PROCEDURES**

Applicants must receive a passing score on all of the examination components in order to be placed on the eligible list.

### **Components:**

- **Written Test (weighted at 50%):** To measure knowledge of accounting methods, practices, and terminology.
- **Appraisal Interview (weighted at 50%):** To evaluate training, experience, and personal qualifications.

## **ADDITIONAL INFORMATION**

### **Equal Opportunity Employer**

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

### **Conditions of Employment:**

- **Background/Reference Check:** Upon a conditional job offer, a live scan fingerprinting must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, the employee is subject to further reporting from the DOJ via subsequent arrest notification.
- **Pre-placement medical evaluation** including drug screen (select positions).
- **E-Verify:** Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required at the time of appointment.

***The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.***