



City of Belle Isle Position Description

Position Title: Finance & Administrative Services Specialist
FLSA: Hourly / Non Exempt
Reports To: Finance & Administrative Services Director
Revised: January 2026

General Description

The Finance & Administrative Services Specialist performs a variety of clerical, technical, and administrative duties in support of the City's financial and administrative services operations. Working under the general supervision of the Finance & Administrative Services Director, this position assists with accounts payable and receivable, bank reconciliations, payroll processing, employee onboarding and recordkeeping, and other finance-related administrative functions. This position requires accuracy, attention to detail, confidentiality, and professionalism, with regular interaction with City employees, vendors, and external agencies.

Essential Job Functions

- Reviews invoices, credit card transactions, and purchase documentation for accuracy, completeness, and compliance with City policies and procedures.
- Prepares and maintains various monthly reconciliations including credit cards, fuel cards, and utilities.
- Enters accounts payable transactions into the financial system and prepares payment batches.
- Uploads check registers to banking platform and resolves positive pay exceptions.
- Assists with vendor setup and maintenance, including collection of required documentation, completion of credit applications, and preparation of IRS Form 1099 reporting.
- Assists with accounts receivable functions, including invoicing and receipt posting.
- Coordinates and conducts administrative onboarding for new employees, including processing new-hire paperwork, distributing City policies, and providing employee benefit information.
- Assists with maintaining payroll and personnel records.
- Processes bi-weekly payroll, including verification of timesheets, data entry, report generation, and transmission of direct deposits, payroll taxes, retirement contributions, and other required payments.
- Assists with quarterly and annual payroll reporting, including IRS Form 941 filings, unemployment reports, and preparation of W-2 forms.
- Performs monthly bank reconciliations.
- Assists with preparation for the annual financial audit, including preparing confirmation letters and responding to auditor requests.
- Assists with account analysis and data preparation for the annual budget process.
- Responds to internal and external inquiries related to finance, payroll, and administrative services.

- Prepares, maintains, and reconciles spreadsheets and supporting documentation.
- Performs scanning, filing, and records management in accordance with applicable retention schedules.
- Provides backup coverage for front office functions, including greeting and assisting visitors and answering phones during staff absences or when additional coverage is needed.
- Performs other related duties as assigned by the Finance & Administrative Services Director.

(These essential job functions are not intended to be an exhaustive list of all duties performed.)

Minimum Requirements

- High school diploma or GED.
- Minimum two years of experience in accounting, bookkeeping, payroll processing, or related financial support work.
- Valid Florida Driver's License
- Experience with MCSJ Edmunds GovTech a plus.

Knowledge, Abilities, and Skills

KNOWLEDGE OF:

- Basic governmental accounting principles and financial recordkeeping practices.
- Payroll processing fundamentals, including timesheets, deductions, direct deposits, and statutory withholdings.
- Accounts payable and accounts receivable procedures.
- Payroll and financial reporting requirements, including IRS and unemployment filings.
- Records management, document retention, and confidentiality requirements.
- Office procedures, customer service practices, and internal controls.
- Standard computer applications, including word processing, spreadsheets, and financial and payroll software.

ABILITY TO:

- Accurately perform clerical, technical, and administrative finance and payroll tasks.
- Review documents for accuracy, completeness, and compliance with policies and procedures.
- Perform basic mathematical calculations and reconciliations.
- Organize and maintain financial and personnel records.
- Communicate effectively, both orally and in writing, with employees, vendors, and external agencies.
- Follow written and verbal instructions and work independently within established guidelines.
- Establish and maintain effective working relationships.

SKILL IN:

- Data entry and record maintenance with a high degree of accuracy.

- Using Microsoft Excel to create, maintain, and reconcile spreadsheets.
- Using financial software at a transactional level.
- Operating standard office equipment.
- Managing time effectively and meeting routine processing deadlines.

Environmental Conditions

- Work is performed primarily in an office environment.

Additional Information

The City of Belle Isle is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City provides reasonable accommodations to qualified individuals with disabilities and encourages applicants and employees to discuss potential accommodations.