



**City of Mason  
Job Description**

**Project Specialist**

**Department:** Administration  
**Supervised By:** City Administrator  
**Supervises:** None  
**Bargaining Unit:** AFSCME  
**FLSA:** Non-Exempt  
**Status:** Full-Time

**General Summary:**

**Finance Department Duties (\*70%):**

Under the general supervision of the Finance Director/Treasurer performs accounting and complex clerical work, including the maintenance of a variety of financial records and reports; maintains ledgers, accounts, journals and other accounting records; prepares correspondence, records and reports; calculates and prepares water and sewer bills, maintains water and sewer accounts; completes payroll and summary reports for payroll system; assists with customers and general telephone operation; reviews balance sheets and understands Funds, Activities and Accounts; uses computer and other office machines; and performs other related work as required; provides back up for Customer Service as needed.

**Special Project Duties (\*30%):**

Under the general supervision of Administrator. Works on special projects as assigned.

\* Percentage of work is subject to change.

**City of Mason:**

More than any other criteria the City of Mason values candidates that are the best fit for our organization.

- **Our Mission:** We will anticipate the municipal needs of the community through an environment of innovation and leadership.
- **Our Vision:** The City of Mason will empower its employees to be a model of excellence in providing municipal services.
- **Our Values:** We must have integrity to maintain the public's trust, making us value most: honesty, professionalism, accountability and efficiency.

**Finance Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Communicate effectively with customers by listening to customers and being able to answer questions or direct them to the persons who can answer their questions.

2. Maintain a variety of accounting records, reports, accounts receivable ledgers, billing and other records for the City.
3. Processing accounts receivable and accounts payable for the City including preparing invoices, purchase orders, check requisitions, checks and reports.
4. Maintain, bill and prepare all water and sewer accounts; maintain and prepare all related reports, maintain, bill and prepare all special assessment accounts and all related reports.
5. Post budget receipts and disbursements for all City accounts.
6. Prepare trial and balances on all accounts, and balance daily receipts.
7. Read and comprehend financial information, IRS rulings and regulation policies, computer documentation and State accounting procedures.
8. Communicates clearly with computer technicians regarding both software and hardware problems, updates and changes.
9. Prepare forms by typing, including correct grammar, and accurate mathematical computations.
10. Check computations and post ledgers to journals.
11. Prepare payroll, maintain personnel records and prepare records and reports regarding deductions for taxes, insurance, association dues, credit union and other payroll accounts.
12. Prepare and Assist in the preparation of periodic financial statements of reports including preparing fiscal year-end audit reports.
13. Operate office equipment, including adding machines, computers, cash register, copier and other office equipment.
14. Maintain an efficient and organized file system; including maintaining records of receipts and disbursements and file such, both in current and archival records file.
15. Calculate and maintain equipment rental for all departments, transferring funds to and from appropriate accounts.
16. Maintain fixed assets of all City Departments.
17. Complete special projects as assigned in a timely and efficient manner.
18. Review the balance sheet of the City on a bi-monthly basis making any necessary corrections.
19. Assist in preparing and billing tax forms in the collection of taxes.
20. Provides backup to Customer Service desk as needed.
21. Performs other duties as assigned.

**Special Projects Job Functions:**

1. Works with multiple department heads on special projects or during heavier workloads as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include Graduation from an accredited High School with emphasis on supplementary accounting courses.
- Reasonable experience in accounting or related field; including related clerical work.
- Considerable knowledge of modern office practices, procedures, accounting principles, commercial arithmetic and related subjects.
- Reasonable knowledge of the financial reports and statements and various computer software applications.
- Ability to be flexible, to critically assess situations, solve problems, work effectively under stress, within deadlines, independently and with changes to work priorities

**Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light to moderate weight and be able to move short distances. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet. Employee may be exposed to outside weather conditions upon assignments.