



City of Kodiak
FINANCE DEPARTMENT

710 Mill Bay Road, Kodiak, Alaska 99615
(907) 486-8650 FAX (907) 486-8600

JOB ANNOUNCEMENT
Fiscal Specialist

CLASSIFICATION & WAGE: B22: \$19.89/hour
Internal Posting: September 11 - 17, 2017
Open to the Public: September 18, 2017

The City of Kodiak is recruiting for a regular, full-time **Fiscal Specialist** in the Finance Department. The Department is looking for a customer service oriented team player that desires to work with employees and the public.

GENERAL FUNCTIONS: Under the direction of the Finance Director, the fiscal specialist performs specialized billing, taxation, budgeting, or accounting functions that could include: entering and processing payments, following up on research and inquiries for accounts, cash balancing, cash deposits, utility billing and reconciliation; testing and maintaining support systems; reviewing, reconciling and balancing transactions and ledgers; preparing journal entries and vouchers; preparing checks for payment; entering billing, insurance, and demographic information; entering payments and accounts receivable information; printing and processing payments; outstanding balance follow-up and maintaining all related procedural documentation and compliance.

WORKING CONDITIONS: Most work performed in routine office environment with some out-of-office duties required.

MINIMUM QUALIFICATIONS: Must have a high school diploma or General Educational Development (GED). Prefer an Associate's degree or two-year technical certificate in accounting, business, or related field and three to five years of progressively responsible accounting or bookkeeping experience; or equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Must have a valid Alaska driver's license or the ability to obtain within 30 days of hire.

Submit a completed and signed original City of Kodiak Employment Application, cover letter, and resume to the City Manager's Office at 710 Mill Bay Road, Room 114 by 4:00 P.M. M-F. Please see our website <http://www.city.kodiak.ak.us/hr/jobs> for a complete job description of this position and the City of Kodiak employment application or pick up an application at the City Manager's Office. Faxed or emailed applications will not be accepted. **As part of the interview process, applicants must complete an Excel test and clerical skills test.** The City of Kodiak offers a generous benefits package which includes vacation and sick leave, medical insurance and public employees' retirement.

Matthew Van Daele, Deputy City Manager

Kelly Mayes, Finance Director