

**FINANCE SPECIALIST
(Specialist 2)**

Division: Finance
Reports to: Assistant Director of Finance
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: J
Monthly Salary Range Minimum: \$3,631
FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Supports the management of the financial resources. Ensures adequate safekeeping of financial records and statements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Processes the cash payments and receipts for THDA. Confirms all transactions are properly approved.
- Prepares cash balances report and assist with the cash flow forecast.
- Downloads and maintains proper records of all monthly bank statements. Supports the reconciliation of all bank accounts.
- Processes ACH, wire and internal transfers and maintains accurate records and documentation.
- Handles check and electronic payment batch processing from start to finish and confirms payment clearing.
- Serves as THDA Payment Card Coordinator, ensuring that payment card use throughout THDA complies with policies and procedures established by Tennessee's Department of Finance and Administration (F&A).
- Assists the Finance team by performing the duties of other similar positions in the event of staff absence.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or GED.
- Entry level treasury experience.
- 2 years of Finance, Treasury or banking experience, preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- A thorough knowledge of finance and/or banking.
- Strong analytical skills.
- Strong attention to detail and strong math skills.
- Strong business interpersonal skills.
- Excellent verbal and written communication skills.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents.

- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

Acknowledgment

I have read the above job description. I understand the duties and responsibilities of the position and am able to perform the essential duties of this position with or without reasonable accommodation.

Print Your Name: _____

Sign Your Name: _____

Date: _____