



Finance Specialist III

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**Details**

**Job ID : 396**

**Title :** Finance Specialist III

**Job Code :** 1115

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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**Job Departments**

- Budget and Policy - Budget

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**Purpose**

RESPONSIBLE FOR FISCAL ASPECT OF FACILITIES

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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**Job Required Knowledge**

- 4 YEARS RELATED EXPERIENCE MUST BE AS FINANCE SPECIALIST II

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**Job Skills/Abilities**

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE MAY BE REQUIRED

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**Job Duties**

- REVIEWS OPERATING EXPENSES FOR PUBLIC COJ OCCUPIED FACILITIES
- RESOLVES ISSUES IN AOC/COUNTY ESTIMATED OPERATING COSTS
- ANALYZES INCREASE AND DECREASES IN COSTS
- INITIATES ENCUMBRANCES AND PAYMENTS FOR COUNTY AND LEASED SPACE
- RESOLVES ISSUES IN REIMBURSEMENT
- APPROVES INVOICES FOR UTILITIES, OPERATION, AND MAINTENANCE
- TRACKS FURNITURE AND EQUIPMENT COSTS FOR NEW CONSTRUCTION
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASES
- TRACKS, MAINTAINS, AND ADMINISTERS PAYMENTS ASSOCIATED WITH NON-RECURRING OPERATIONS AND MAINTENANCE ACCOUNT
- OTHER DUTIES AS ASSIGNED