



JOB DESCRIPTION

This description does not list every duty for a given position; specific position assignments will vary depending on business needs.

General Information	
Title	Finance Specialist 1 & 2
Department:	Finance
Effective Date:	August 11, 2025
Pay Range:	15 (Finance Specialist 1) 17 (Finance Specialist 2)
FLSA Status:	Non-Exempt

Position Summary

This position performs a variety of paraprofessional duties requiring extensive specialized knowledge in the Agency's payroll program and strict adherence to confidentiality protocols and ethical standards. This position handles sensitive employee and financial information requiring the highest level of discretion and integrity. Provides assistance to a manager and is responsible for the administration of a specialized area which includes implementing, coordinating, and administering paraprofessional level activities. Prepares, maintains and posts detailed financial data or other fiscal records for the Agency payroll function according to generally accepted accounting procedures.

Responsibilities vary in accordance with the assigned area of responsibility. This position may also perform other administrative functions in support of the administration of the organization.

This position reports to the Finance Manager and offers the opportunity to work closely with the finance team in a collaborative, values-driven environment focused on environmental protection and community well-being. LRAPA provides professional development opportunities in government finance and the environmental sector, supporting career growth within our mission-driven organization.

Characteristics

Positions in the Finance Specialist series provide skilled paraprofessional support to an administrative or professional manager that requires program or technical knowledge and prior experience.

Following are descriptions of the competency levels:

Finance Specialist 1 and Finance Specialist 2 differ in the depth of required program or technical knowledge, level of independence exercised and the impact of the decision-making.

Positions are assigned to one of the two classifications in the series based on the complexity of the program area and assigned responsibilities, including the depth of paraprofessional and technical support, and the complexity and impact of assignments.

Finance Specialist 1 is the first level in a two-level paraprofessional series. Finance Specialist 1 performs journey level administrative and bookkeeping work.

Finance Specialist 2 applies more advanced paraprofessional knowledge and experience to a specialized program or operational areas and requires comprehensive and independent program responsibilities. Employees at this level receive only general guidance and use considerable judgment for planning, coordinating and overseeing accounting and administrative functions.

Essential Duties

The following duties listed below are typical for this classification. Incumbents may not perform all the duties listed or may be required to perform additional similar duties in order to meet business needs and/or changing business practices

Process payroll for all Agency employees, audits, and maintains timesheets and all payroll database changes; verifies and maintains leave balance in various comp plan buckets and prorates salary and leave benefit amounts.

Maintains strict confidentiality of all employee compensation, benefits, and personal information in accordance with privacy laws and agency policies.

Electronic maintenance and submission of payroll documentation for recordkeeping and benefits and tax reporting.

Coordinates with Human Resources to ensure timely and accurate data.

Finance Specialist – Lane Regional Air Protection Agency 2025

Interpret and ensure compliance with local, state and federal laws related impacting the payroll program. Maintain a proper audit trail. Follow and apply rules and regulations for the PERS retirement program.

Perform and maintain accounts receivable and accounts payable, creating invoices, tracking payments, managing overdue accounts.

Maintain the integrity of vendor accounts and accounts payable files, processes vendor invoices and payments. Review invoices for compliance with fiscal policies.

Balance accounts payable in the general ledger to accounts.

Maintain databases, documentation, and file organization.

Coordinate, organize, reconcile, and record revenue and cash receipts, make transmittals of information to the bank, and make cash deposits.

Record data and maintain structured routine statistical and financial reports and logs.

Verify and code payments and cash receipts. Must have experience with fund accounting.

Balances, reconciles, and submits required monthly, quarterly, and annual tax reporting.

Prepares, reviews, and processes year-end 1099 statements; prepares related reports for dissemination to applicable federal agencies.

Prepares and distributes W-2 forms, according to state and federal laws each year.

Creates, updates, and maintains grant related financial tracking and reporting, including compiling the backup documentation for grant billing and drawdowns for all grant funding.

Assists with financial reporting and monitoring expenditures to ensure compliance with adopted budget. Assists in year-end closing and preparation for audit processes, including supporting analysis and schedules and research questions.

Performs various accounting tasks to include counting cash and reconciling daily activity reports and reviewing Journal entries for accuracy.

Performs administrative support duties including keyboarding, editing and proofing correspondence and other materials; compose routine correspondence. Performs data entry as necessary.

Provides excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

Actively supports and respects equity, inclusion and diversity in the workplace.

Perform related duties as assigned to meet business needs.

Qualifications

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education, and experience which provides the applicant with the abilities required to successfully perform the job.

Education & Experience:

Finance Specialist 1

High School diploma or GED equivalent.

Associate or college coursework directly related to accounting, bookkeeping, business administration, or related field. Three years of progressively responsible bookkeeping and financial experience, preferably in government. *Experience working in an environment with access to confidential/sensitive information required.*

Finance Specialist 2

High School diploma or GED equivalent.

Bachelor's degree in accounting, finance, business administration or related field. Four years of progressively responsible technical and financial experience, preferably in a government accounting environment, in general accounting, business administration or equivalent education and experience which provides the knowledge, skills, and ability. *Experience working in an environment with access to confidential/sensitive information required.*

Licensing and/or Certification Requirements:

Valid Oregon driver's license at time of appointment, depending on the area of assignment.

Functional Specific Responsibilities

Technology Skills:

- Advanced ability to use the Internet, automated technical systems, and Microsoft Office programs.

- Excellent written and verbal communication skills to translate technical and accounting policy into plain language.
- Advanced ability to present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency utilizing Generative AI tools to enhance research, analysis, and communication skills.
- Ability to use automated financial systems at an advanced level.
- Skill in developing spreadsheets and databases; data analysis skills

Knowledge:

- Professional payroll knowledge.
- Professional ethics and confidentiality standards in financial operations.
- Privacy laws and regulations applicable to payroll and financial data.
- Payroll principles and practices, including processes, terminology, and policies.
- Principles, practices, administration of local government relevant to assigned areas.
- Governmental accounting, auditing practices and principles applicable to work performed (preferred).
- Performing assigned duties in a safe manner.
- Research, analysis, and statistical methods.
- Public relations principles.
- Project management and program development techniques.
- Modern office methods and practices.
- Skills in technical writing.
- Data gathering and report writing techniques.
- Ability to interpret and apply applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes.
- Office administrative support work, methods, procedures and equipment.
- Ability to understand and maintain confidentiality of information.
- Inclusive and respectful workplace practices.

Skills:

- Advanced ability to communicate and present data in multiple formats (Microsoft Excel, Word, PowerPoint, or other given templates).
- Proficiency with AI-assisted tools and large language models (LLMs) to enhance workflow efficiency.
- Apply bookkeeping and accounting principles to prepare accurate and timely financial statements, annual reports and detailed account records.
- Create electronic spreadsheets.
- Demonstrating commitment to maintaining a respectful and inclusive work environment.
- Demonstrated ability to maintain confidentiality and exercise discretion with sensitive information.
- Strong ethical judgement in handling financial transactions and employee data.
- Performing assigned duties in a safe manner.
- Analyzing complex information and systems evaluation.
- Conducting research; preparing reports.

- Developing, evaluating, recommending, and implementing processes and procedures.
- Demonstrating use of discretion and independent judgement.
- Interpreting and applying applicable laws, rules, regulations, standards, and guidelines.
- Communication, interpersonal skills as applied to interaction with coworkers, management, stakeholders and the public.
- Working effectively with clients, co-workers, employees, and supervisors from diverse backgrounds.
- Excellent verbal and written communication skills; ability to provide clear, concise, and compelling communication of policy and technical information tailored to the needs of diverse audiences; skill in writing and presenting clear and concise reports, recommendations, and conclusions to diverse audiences.
- Demonstrated experience building and fostering relationships with a diverse group of partners including colleagues, interested parties, organizations, and businesses, skill in conflict resolution, negotiation, and collaboration.

Abilities Required:

- Ability to exercise tact, ethical judgement and discretion in dealing with sensitive, complex, and confidential issues and situations involving employee financial data and compensation information.
- Model and integrate organizational values in all aspects of work with a focus on a respectful and inclusive work environment and building trust and confidence with all our internal and external customers.
- Ability to implement lateral thinking, analyze scenarios, and draw conclusions.
- Ability to read and comprehend complex rules, regulations, and technical material.
- Ability to work independently, while keeping managers apprised of progress.
- Ability to work independently, manage time and resources and meet specialized assignment deadlines.
- Ability to maintain files and internal control documents so they are always audit ready.

Physical Requirements

The amount of time spent and/or frequency of performing the task. Time Spent should be expressed in relation to an average workweek and as one of the following: “**Never,**” “**Occasional,**” “**Frequent,**” or “**Continuous.**”

Sitting	F
Walking	F
Balancing	F
Seeing	C
Hearing	C
Bending or stooping	F
Climbing	O
Crawling	O
Feeling	F
Dexterity with fingers	C
Grasping	O
Jumping	N
Keying (computer work)	C
Kneeling	O
Lifting or carrying	O
Pushing or pulling	O
Reaching	O
Twisting	O

Working Conditions

Environmental Conditions:

Work is performed in an office environment at the Agency’s offices, located in Springfield, Oregon. May include travel to other agencies. Work and training opportunities may require travel within or out of the State of Oregon.

Hybrid work may be an option depending on job duties.

Job Description History

2025-initial update LRAPA

SIGNATURES

I acknowledge that I have read and understand the above job description in its entirety, and I'm capable of performing all the stated requirements.

Print Employee Name

Employee Signature

Date

Supervisor/Director Signature

Date