

## **Finance Specialist II – Job Description Summary**

Responsible for analyzing and reconciling detailed general ledger accounts as assigned. Responsible for processing card accounts. Keeps records and accounts accurate and current. Researches and resolves outages, discrepancies, and finance errors. Completes all finance functions in accordance with standard procedures applicable to the organization.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment