

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

Records financial data and processes various reports; responds to customer account inquiries; and completes other finance functions in accordance with standard procedure 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