

MAJOR FUNCTION

This is a responsible professional and administrative position of considerable difficulty that involves financial analysis and system development activities of the City. Positions assigned to this class are highly independent and achieve results through individual contributor roles. Work may extend to coordinating the activities of professional and paraprofessional personnel, as necessary. Participates in the formulation and execution of financial policies; preparation of financial management reports and analysis that can be used in evaluating and monitoring the City's financial position and compliance requirements. Work is performed with considerable independence under the general direction of the designated supervisor. Major changes to policies and procedures recommended by class incumbents are subject to the approval of a higher-level administrator. Work is reviewed through conferences, reports, observations, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Responds quickly to highly complex financial and system situations. Interacts with elected and appointed officials of other governmental units. Represents the City as financial and systems expert. Responds to audit finding. Prepares financial reports and analysis. Functions as key financial resource in all systems development. Maintains internal controls that safeguard the City's resources, reliability of financial information, and compliance requirements. Performs related work as required.

Other Important Duties

Prepares and coordinates the preparation of agenda items for City Commission meetings. Participates in systems evaluation and implementation. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of administrative management procedures and techniques. Knowledge of generally accepted accounting principles, including governmental accounting and budgeting. Thorough knowledge of organization, functions, and financial problems of municipal government. Thorough knowledge of the required federal, state, and local laws concerning the program area of assignment. Thorough knowledge of various financial and statistical analysis techniques. Considerable knowledge of modern office practices and procedures, and standard office and accounting equipment, as well as information processing equipment, and application to accounting and finance. Ability to direct and coordinate application of the divergent accounting principles and policies of the various City functions. Must be able to direct ad hoc teams and get desired results through use of employees of varied professional backgrounds. Skilled in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, management information systems, or a related field and four years of administrative or professional experience in governmental finance, enterprise resource planning, procurement or four years of performing and supporting financial and procurement systems for an organization or municipality with an operating budget greater than \$50,000,000; or an equivalent combination of training and experience. A master's degree in accounting, finance, management information systems, or a related field may be substituted for one year of the required experience.

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02/28/02
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