



Code: 0123

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: FISCAL ADMINISTRATOR

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs the fiscal, budgetary, and accounting functions for a City department OR functions as a specialist managing complex technical fiscal analysis, planning, and operations for a large City department, and performs related duties as required

ESSENTIAL DUTIES

- Develops procedures and establishes financial controls to ensure the proper management of a department's operating funds
- Supervises and participates in compiling expenditure data and analyzing departmental budget appropriation requests
- Prepares revenue estimates and projections and prepares justifications for new positions, equipment, and non-personnel items
- Meets with department managers to discuss new or expanded programs and performs cost/benefit analyses to determine operational efficiencies
- Conducts financial analysis and identifies trends to recommend cost saving processes
- Directs and monitors the preparation of purchase requisitions and the processing of invoices for payment
- Prepares and reviews the accuracy of revenue collection, payroll costs, and/or various financial reports (e.g., capital projects billings, grant program expenditures, overhead and inventory audits)
- Develops work standards for subordinate personnel and conducts performance evaluations
- May supervise subordinate staff engaged in recording financial transactions and maintaining accounting records
- Trains and instructs staff in new or revised payment processing procedures and computerized accounting systems, as required
- Participates in and provides oversight to staff engaged in contract administration activities (e.g., reviews contract proposals, finalizes contracts for submission, monitors contracts compliance)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Accounting, Finance, or a directly related field with 15 semester hours in Accounting or Finance, plus five years of professional accounting and/or financial management experience of which three years are in a supervisory role or fiscal management capacity related to the responsibilities of the position, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *generally accepted accounting principles, methods, practices, and procedures
- *budget preparation and management methods, practices, and procedures
- *applicable financial analysis and management principles, methods, practices, and procedures

Moderate knowledge of:

- generally accepted auditing principles, methods, practices, and procedures
- *applicable mathematical principles and applications
- *management and supervisory methods, practices, and procedures
- contract administration and management practices
- *research methods and procedures
- applicable computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- LEARNING STRATEGIES - Select and use training/instructional methods and procedures appropriate for the situation when learning or teaching new things
- *MATHEMATICS - Use mathematics to solve problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions

- *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

June, 2010

Minimum Qualifications revised: October, 2013, August, 2020