



**Code: 0123**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **CLASS TITLE: FISCAL ADMINISTRATOR**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages and directs the fiscal, budgetary, and accounting functions for a 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
- Supervises subordinate staff engaged in recording financial transactions and maintaining accounting records
- 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
- Trains and instructs staff in new or revised payment processing procedures and computerized accounting systems
- 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 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

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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.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

June, 2010

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Minimum Qualifications revised: October, 2013