



Code: 0124

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

CLASS TITLE: FINANCE OFFICER

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates and manages the budgetary, accounting, or billing and collection activities for assigned accounts, and performs related duties as required

ESSENTIAL DUTIES

- Manages the preparation and administration of corporate and non-corporate budgets for operating expenses and grant-funded programs
- Reviews expenditures and monitors account balances for the purposes of controlling costs and ensuring operations adhere to funding and contract guidelines
- Supervises and monitors billing and collection processes, ensuring revenues and expenditures are completely and accurately accounted for and posted
- Coordinates and manages the implementation and maintenance of manual and computerized accounting control systems
- Prepares cost projections and cost/benefit analysis reports for corporate accounts and government and privately funded programs
- Prepares financial reports summarizing revenues, expenditures, balances, and reconciliations
- Meets with department managers, vendors, and grantees to interpret fiscal policies and procedures
- Serves as liaison to other City departments, delegate agencies, and private contractors to resolve billing discrepancies and reimbursement issues
- Meets with private auditors to respond to inquiries and explains general accounting practices, as needed

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, or a directly related field with 15 semester hours in Accounting, plus three years of professional accounting or auditing experience of which one year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met.

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

Moderate knowledge of:

- applicable computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)
- financial management principles, methods, practices, and procedures

Some knowledge of:

- applicable financial analysis principles, methods, practices, and procedures
- generally accepted auditing and fiscal policy principles, methods, practices, and procedures
- *management and supervisory methods, practices, and procedures

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

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
- *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
- *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
- *TIME MANAGEMENT - Manage one's own time and the time of others
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

- *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
- CONCENTRATE - Concentrate on a task over a period of time without being distracted
- 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
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- 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
May, 2020