CLASS TITLE: FINANCIAL OFFICER

CHARACTERISTICS OF THE CLASS

Under direction, manages the budgetary, accounting, billing, and collection and purchasing activities for a City department, and performs related duties as required

ESSENTIAL DUTIES

- Directs the development and preparation of corporate and non-corporate budgets for department operating expenses and grant-funded programs
- Oversees and monitors the work of professional and paraprofessional staff engaged in analyzing and managing fund accounts
- Approves and monitors the timely processing of invoices for payment
- Reviews financial reports, budgets, contracts, and balance sheets to ensure compliance with accounting practices and governmental regulations
- Designs and implements computerized accounting systems and internal controls to improve operating efficiency
- Provides technical assistance to staff and interprets financial policies and procedures to managers, vendors, and delegate agencies
- Coordinates the audit of internal accounting records performed by private audit firms
- Compiles statistical data for the preparation of comprehensive financial and productivity reports
- May maintain control over emergency or supplemental accounts and/or administer the department's petty cash fund
- May supervise and direct payroll operations

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 credit hours in Accounting, plus five years of professional accounting experience of which two 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, modems)

PHYSICAL REQUIREMENTS
• No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge
Considerable knowledge of:
• *generally accepted accounting principles, methods, practices, and procedures
• *financial analysis and management principles, methods, practices, and procedures
• *budget preparation and management methods, practices, and procedures
• *generally accepted fiscal policy principles, methods, practices, and procedures
Some knowledge of:
• generally accepted auditing principles, methods, practices, and procedures
• *applicable computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)
• *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
• *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
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
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
• REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

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)

Date: June, 2010