

MAJOR FUNCTION

This is a high-level professional and administrative position of considerable difficulty that involves financial analysis and system development activities of the City. Positions assigned to this class exercise considerable independent judgment and professional knowledge of accounting principles, theories, and practices. Work includes supervising the activities of professional and paraprofessional personnel. Participates in the formulation and execution of financial policies; preparation of financial management reports and analyses 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 aligns with the mission, vision, and objectives of the City of Tallahassee. 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 system situations. Represents the City as a financial and systems expert. Prepares and analyzes financial statements, reports, summaries, schedules and schedules and other accounting data. Elevates to supervisor findings that require monitoring. Responds to audit finding. . Functions as a key financial resource in all systems development. Maintains financial systems' internal controls that safeguard the City's resources, systems integrity and reliability of financial information, and ensures compliance requirements. Performs related work as required. Plans, directs, and administers the work of the professional and paraprofessional employees engaged in reviewing, recording, and classifying accounting transactions, maintaining and reconciling journals, ledgers, and other fiscal records and documentation necessary to track the receipt and expenditure or allocation of revenue and other inventory resources allocated to the department. Routinely reviews system functionality to identify inconsistencies or opportunities for improvement. Interacts with elected and appointed officials of other government units under the general direction of the designated supervisor. Participates in systems evaluation and implementation. Prepares correspondence, memos, reports, agenda items, or presentations as required.

Other Important Duties

Identifies and implements employee development initiatives. Serves on teams and committees as needed. Assists the department director in responding to legal and other sensitive inquiries. Attends trainings and conferences Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough working knowledge of generally accepted accounting principles, fiscal and administrative control and principles and financial analysis principles including governmental accounting, and budgeting. Thorough knowledge of information systems applications, system design and implementation techniques, principles and practices of programming, and project management techniques, as applicable to assigned responsibilities. Thorough working knowledge of integrations between PeopleSoft HR systems, CIS, and other external systems. Ability to work with mathematical and algebraic concepts such as probability, statistical inference, and forecasting. Ability to apply and analyze concepts such as fractions, percentages, ratios, and proportions to practical situations. Considerable knowledge of City government, its subdivisions, organizational culture, and administrative procedures. Considerable knowledge of the principles of supervision. Considerable knowledge of modern principles and practices of management. Ability to develop long-term strategic. Thorough knowledge of information systems applications, system design and implementation techniques, principles and practices of programming, and project management techniques, as

applicable to assigned responsibilities. Thorough working knowledge of integrations between PeopleSoft HR systems, CIS, and other external systems. Ability to work with mathematical and algebraic concepts such as probability, statistical inference, and forecasting. Ability to apply and analyze concepts such as fractions, percentages, ratios, and proportions to practical situations. Considerable knowledge of City government, its subdivisions, organizational culture, and administrative procedures. Considerable knowledge of the principles of supervision. Considerable knowledge of modern principles and practices of management. Ability to develop long-term strategic plans for functions and programs and to accurately evaluate gaps in service. Ability to plan and conduct informative and effective training programs. Ability to express oneself clearly and concisely, both orally and in writing, make public presentations, and conduct training sessions. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to analyze facts and situations critically and objectively and arrive at sound conclusions. Ability to exercise creativity and flexibility in addressing workforce needs, challenges, and expectations. Ability to operate independently and proactively. Skilled in diplomacy and customer service. Skilled in problem identification and resolution. Skill in program and personnel management.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, management information systems, or a related field and five years of administrative or professional experience in governmental finance, enterprise resource planning, procurement, or five years of performing and supporting financial and procurement systems for an organization or municipality; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity. A Certified Public Accountant (CPA) designation or 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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