



CLASS SPECIFICATION

12-11-08

FINANCIAL MANAGEMENT SPECIALIST, 9198

Summary of Duties: Advises and acts as special assistant to the City Controller on fiscal and financial management issues; analyzes, recommends, implements and manages cash flow data, fund balances, long-range financial planning, City payroll/funds, accounting practices and standards; may supervise or may serve as a lead worker over a group of professional, administrative and/or clerical employees; and performs related work.

Distinguishing Features: An employee of this class is responsible for advising the City Controller on highly important complex fiscal and financial management questions where errors in judgment could have serious effect on the City's financial operation. The incumbent reviews the accounting practices of offices and departments of the City and assists in implementing appropriate accounting standards and practices. In discussions with City officials on such matters, a Financial Management Specialist represents the City Controller. An employee of this class receives assignments in general terms, and work is reviewed for its adequacy in solving problems and meeting policy requirements.

The class of Financial Management Specialist is distinguished from the class of Finance Specialist in that the former is primarily concerned with monitoring and accurately reporting, and accounting for all City funding activities as it relates to the City Controller's mandated Charter responsibilities. Whereas the latter, is responsible for analyzing the planning of financing City operations and obtaining optimum utilization of the City's financial resources, as well as advises and recommends to the City Administrative Officer on the City's fiscal and financial management questions.

Examples of Duties: A Financial Management Specialist:

- Advises, recommends and acts as special assistant to the City Controller, Mayor and Council on fiscal and financial management issues;
- Analyzes the planning of financing City operations;
- Estimates revenue from existing sources as well as recommends alternative sources of revenue to maximize the City's financial resources;
- Evaluates and proposes fiscal policy options;
- Evaluates the City's financial data to determine the cash level necessary to meet demands on the City treasury and to expand existing investment policies for surplus funds;
- Evaluates fund balances and cost-revenue ratios for existing and projected levels of service for use in long-range planning and to anticipate financial problems;

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- Presents information, provides guidance, counsel and recommendations on issues such as debt management and borrowing policies;
- Evaluates and provides counsel on financial activities such as debt management policies, debt service schedules, marketing the City's municipal instruments and issuing bonds;
- Reviews the accounting practices of offices and departments of the City and assists such offices or departments in implementing appropriate accounting standards and practices;
- Manages the payroll and disbursement of City funds;
- Manages the development, implementation and upkeep of fiscal systems related to the disbursement of City funds;
- Establishes a City-wide audit cycle to ensure that the performance, programs and activities of every department are audited on a regular basis;
- Reviews existing and proposed legislation of the state and federal government, ordinances and charter provisions, relating to financial matters, including revenue and taxation, for their relationship to the City's fiscal policy and their effect on the City's financial operation;
- Drafts/assists in drafting proposed legislation dealing with the City's fiscal and financial matters;
- Confers with and advises the City Controller, Mayor, Council and other City officials on special fiscal and financial problems;
- Performs special assignments as directed;
- Represents the City Controller before City Council and Council committees, and in discussions with elected officials, City officers, and representatives of other public and private agencies;
- May supervise or may serve as a lead worker over a group of professional, administrative and/or clerical employees; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications:

A Financial Management Specialist must have the following knowledge and abilities:

Knowledge of:

- The principles, methods and techniques of public finance including budgeting, expenditures, revenues, indebtedness, taxation and fiscal policy;
- Internal Revenue Service (IRS) income tax laws, Social Security and payroll processes and Memorandum of Understanding (MOU) interpretation;
- The methods and practices of Generally Accepted Accounting Principles (GAAP) as applied in government;
- The principles of economics and methods of economic analysis; and
- Major principles, practices, methods and techniques of financial management.

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Ability to:

- Analyze and interpret general economic factors affecting the City's financial operation;
- Perform independent research and interpret statistical computations, charts and diagrams;
- Prepare and present oral and written reports, advice and recommendations concisely, logically and convincingly; and
- Deal tactfully and effectively with elected officials, City officers, representatives of public and private agencies and employees.

Minimum Requirements:

Graduation from a recognized four-year college or university with a degree in finance, accounting, economics, business administration, public administration or a related field, **and** three years of full-time paid professional experience in any of the following areas: budgetary, accounting and related controls over an entire organizational entity, taxation, public revenues, public debt, planning or utilizing financing operations and/or resources, or managing fiscal systems and/or debt management activities, two years of which must have been in a position at least at the level of a Senior Accountant that provides experience in the aforementioned areas.

License: A valid California driver's license may be required.

Physical Requirements: Persons in these classes must be able to lift at least five pounds and sometimes over fifteen pounds. Employees must have good speaking and hearing abilities and good eyesight. Some positions require frequent or extended standing or frequent bending, stooping, and reaching.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.