



## JOB DESCRIPTION

### Finance Specialist

Date Prepared: August, 2014

**SUMMARY:** Under general supervision, collects or assists in the collection, organization, and analysis of data involved with budget proposals, management and organization, or systems and procedures; prepares detailed research reports and recommendations; performs related work, as required.

**ESSENTIAL FUNCTIONS:** - Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:

- Provide responsible professional and technical assistance to the Chief Financial Officer in the analysis, implementation and monitoring of departmental programs.
- Prepare federal and state grants; monitor, coordinate, and audit the daily operation of related contracts, agreements, proposals, or grant projects.
- Make recommendations for changes to programs, contracts, or rental agreements.
- Submit reimbursement requests.
- Conduct surveys; perform research, and statistical analyses, as requested.
- Prepare budget recommendations relative to assigned area of responsibility.
- Research past expenditures and projecting annual increases.
- Tracks expenditures for adherence to budgetary boundaries.
- Compile monthly and yearly operation reports.
- Prepare proposals and special projects.
- Review and report information for program compliance with applicable laws, regulations, and ordinances.
- Attend various professional organization meetings, workshops, and other regulatory meetings as a representative of the City; meet with City Attorney to discuss legal issues involving departmental projects.
- Provide responsible administrative staff assistance.
- Conduct analyses of municipal policies involving organization, procedures, and services.
- Prepare high profile projects and reports; author special correspondence.
- Maintain accurate project records, documents, and supporting material for department and ensure proper disposition; interpret and implement federal, state and local regulations and guidelines for grant-funded projects.
- Respond to complaints and request.

## **MINIMUM QUALIFICATIONS:**

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent, SUPPLEMENTED BY sixty college semester units majoring in Public Administration, OR a closely related field, AND three years of advanced administrative activity performing complex specialized duties, preferably within a municipal agency.

### **Knowledge of:**

- Principles and practices of public administration and organization applicable to a local agency.
- Administrative techniques, including principles of organization, budgeting, and personnel administration.
- Statistical methods and methods of graphic presentation.
- Modern office methods, practices, procedures, and equipment including Microsoft Word, PowerPoint, Publisher, Excel, and Microsoft Outlook.
- Business writing skills with proper usage of English, vocabulary, spelling, punctuation, and grammar.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Planning and organizing work to meet fixed deadlines.
- Gather and analyze data.
- Composing clear, concise, and grammatically correct correspondence.
- Reading, interpreting, and applying information from complex technical materials.
- Performing difficult and responsible clerical work and administrative duties involving use of independent judgment, discretion, and confidentiality.
- Making routine arithmetical calculations with speed and accuracy.
- Prioritizing and scheduling workload to ensure completion when faced with deadlines or emergencies.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are moderate, consisting primarily of sitting, standing, walking, lifting and carrying moderately heavy boxes up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings and/or varying shifts.

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Department Head Approval

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Date

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Personnel Officer Approval

\_\_\_\_\_  
Date