

<b>Job Class Code: 1440</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide leadership, oversight, and direction for financial related activities of assigned area. The class is responsible for administering the flow of monies in assigned area, developing and authorizing accounting activities, supervising subordinate staff, delegating and evaluating related functions, and preparing and maintaining various financial reports. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

<b>TYPICAL TASKS</b>	
<ul style="list-style-type: none"> <li>• Administers and reviews the flow of monies in order to ensure the management of fiscal processes such as accounting, payroll/human resources, and procurement and reimbursement.</li> <li>• Develops and authorizes related activities to implement plans and accomplish goals.</li> <li>• Supervises and evaluates subordinate staff.</li> <li>• Prioritizes, delegates, and reviews financial functions.</li> <li>• Prepares and maintains various reports and records including budgets.</li> <li>• Directs and performs numerous accounting activities such as accounts payable, accounts receivable, and departmental payroll.</li> <li>• Monitors and participates in audits and other projects or programs.</li> <li>• Monitors and administers debt, ensuring compliance with debt covenants.</li> <li>• Coordinates with different departments and/or vendors regarding fiscal related issues.</li> <li>• Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.</li> <li>• Performs other related duties as assigned.</li> </ul>	

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice and/or makes recommendations based on technical expertise.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
<b>Language Requirements</b>	Reads technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participates in panel discussions and speaks extemporaneously on a variety of subjects; writes complex articles and reports; may develop presentations for sophisticated audiences.
<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in accounting or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Depending on departmental operational requirements, may require valid driver's license and driving record in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 6/21/19