

<b>Job Class Code: 1451</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to assist the Director of Finance by providing analysis, recommendations, oversight, implementation and leadership on financial management, operation and strategic issues for the City and supervising staff. The class is responsible for the City’s accounting/debt operations and financial activities, assisting with policies and procedures, reviewing budgets and expenditures, supervising staff, advising City departmental managers on operating and capital budget issues, and approving various financial transactions. The class plans, organizes, and implements programs within major organizational policies and reports program progress to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Oversees the City’s financial records/general ledger and financial reporting including directing the year-end and periodic close process and the posting of appropriations approved by council.
- Oversees adherence to, development of, and communication about the City’s financial internal controls.
- Reviews debt agreements, master debt agreements, indenture compliance and/or preparing schedules required for debt issuance.
- Directs the compilation and review of all work papers and financial records for the year end audit that culminates in the City’s Comprehensive Annual Financial Report (CAFR). Directs the publication of the CAFR.
- Assists external auditors with preparation for year end external audit; prepares and trains organization for competencies required for external financial audit.
- Analyzes various accounting and financial operations, reports, activities and information.
- Assists with policies and procedures to ensure accurate and efficient financial processes.
- Develops strategic analytical models for long-term financial projections.
- Oversees and approves preparation of all ordinances for signature by the Mayor and City Clerk and posting of all budget journals.
- Determines and analyzes budgetary compliance and reports and advises upon findings.
- Assists with departmental administrative matters such as budget development, administering expenditures, preparing routine or special reports/correspondence.
- Represents the City on committees involved in financial procedures, internal controls, operations, management, or other issues.
- Monitors and researches trends, new methodology and technology, laws, rules, and City policy to develop and enhance financial operations processes.
- Attends and conducts staff meetings; attends in-service training, classes, seminars or conferences to improve professional skills and maintain certifications.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional methods.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and administrative, professional, managerial, accounting, and financial practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<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 finance and economics using financial and econometric models.
<b>Language Requirements</b>	Reads scientific and technical journal, abstracts, financial reports, and legal documents; speaks before professional and civic groups; participates in panel discussions and speaks on a variety of subjects; writes complex articles, reports, and develops presentations.
<b>Mental Requirements</b>	Performs advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, engineering, fiscal. Legal, managerial or scientific nature and the ability to formulate important recommendations or make technical decisions that have an organization wide impact.
<b>Decisions/Supervisory Control</b>	Makes decisions as almost the entire focus of job, affecting most segments of the organization and the general public; establishes goals, objectives and policies.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in finance, accounting, or a related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Certified Public Accountant preferred; Certified Public Finance Officer or Certified Government Financial Manager may be required.
<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. Emergency operations support work and work locations may be outside of normal job duties.

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