

<b>Job Class Code: 1456</b>	<b>FLSA Status: Non-Exempt</b>
<b>Pay Basis: Annual</b>	<b>EEO Category: 6</b>

**GENERAL DESCRIPTION**

The purpose of the job classification is to provide support in the processing and maintenance of the budget and budget related documents and reports. The class is responsible for collecting and reviewing information, processing and updating data, maintaining documentation, verifying accuracy of data, and providing support for budget related activities. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

<b>TYPICAL TASKS</b>
<ul style="list-style-type: none"> <li>• Analyzes and researches payroll allocations for the upcoming budget year.</li> <li>• Updates MUNIS Position Control Records based on department allocations.</li> <li>• Prepares reconciliations to ensure accuracy of data.</li> <li>• Makes inquiries of department staff to resolve discrepancies.</li> <li>• Processes, enters, and maintains information in administrative databases for assigned area.</li> <li>• Compiles data, and prepares specialized reports.</li> <li>• Monitors expenditures for assigned area of responsibility; processes departmental payroll; analyzes, prepares, and tracks invoices; processes payments.</li> <li>• Maintains office supply inventories and orders materials required by department personnel.</li> <li>• Responsible for printing and assembly of budget document (in-house and/or via contract printer) and posting to city's web site.</li> </ul>

<b>GENERAL STANDARDS</b>	
<b>Data Involvement</b>	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs semi-skilled work involving set procedures but solves frequent problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates, and percentages.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

<b>Decisions/Supervisory Control</b>	Directs actions of others, making decisions almost constantly, affecting coworkers and others in the general workforce.
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**KNOWLEDGE, SKILLS, AND ABILITIES**

<b>Knowledge</b>	General knowledge and command of English, elementary mathematics (arithmetic), and best practices for operating an administrative office.
<b>Skills</b>	Computer literate with knowledge of word processing, spreadsheets, and familiarity with business applications (e.g., MUNIS, PeopleSoft, Questica or equivalent systems). Also requires organizational skills.
<b>Abilities</b>	Able to reason, interpret data, follow instructions, and explain procedures and findings. Also capable of recognizing discrepancies in data sets.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in administrative support, accounting, or closely related field.
<b>Experience</b>	2 years directly related administrative experience with knowledge of general bookkeeping or accounting.
<b>Special Certifications and Licenses</b>	None.
<b>Special Requirement(s)</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. Emergency operations support work and work locations may be outside of normal job duties.

**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 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 functions for a given position in a classification.*