



**Code: 0126**

Family: Accounting and Finance

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Accounting and Finance

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## **CLASS TITLE: FINANCIAL OFFICER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages the budgetary, accounting, billing, and collection and purchasing activities for a City department, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs the development and preparation of corporate and non-corporate budgets for department operating expenses and grant-funded programs
- Oversees and monitors the work of professional and paraprofessional staff engaged in analyzing and managing fund accounts
- Approves and monitors the timely processing of invoices for payment
- Reviews financial reports, budgets, contracts, and balance sheets to ensure compliance with accounting practices and governmental regulations
- Designs and implements computerized accounting systems and internal controls to improve operating efficiency
- Provides technical assistance to staff and interprets financial policies and procedures to managers, vendors, and delegate agencies
- Coordinates the audit of internal accounting records performed by private audit firms
- Compiles statistical data for the preparation of comprehensive financial and productivity reports
- May maintain control over emergency or supplemental accounts and/or administer the department's petty cash fund
- May supervise and direct payroll operations

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Accounting or a directly related field with 15 credit hours in Accounting, plus five years of professional accounting experience of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, adding machine)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

### **PHYSICAL REQUIREMENTS**

- No specific requirements

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Considerable knowledge of:

- \*generally accepted accounting principles, methods, practices, and procedures
- \*financial analysis and management principles, methods, practices, and procedures
- \*budget preparation and management methods, practices, and procedures
- \*generally accepted fiscal policy principles, methods, practices, and procedures

Some knowledge of:

- generally accepted auditing principles, methods, practices, and procedures
- \*applicable computer software packages (e.g., accounting software, data management software) and applications (e.g., Oracle)
- \*management and supervisory methods, practices, and procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

#### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
(Valtera Corporation)

Date: June, 2010