

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	R811
FLSA:	E
WC:	8810
PG:	510
EEO:	1

CLASSIFICATION TITLE: FINANCIAL COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Director and the Deputy Director of Operations for the Recreation, Parks, Historic & Cultural Affairs Department, with the planning, evaluation, and management of the Department's operating, capital, and programming budgets for both the Recreation & Parks Divisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists staff in planning, coordinating, evaluating, implementing, and managing the Department's operating and capital improvement budget.

Consults with Coordinators/Supervisors to review budget/financial or other operations/activities, review/resolve problems, receive advice/direction, and provide recommendations on individual program budgets.

Interprets, applies, and ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures: makes staff adhere to budgetary requirements and procedures by department managers; initiates any actions necessary to correct deviations or violations.

Work involves planning, performing and overseeing accounts payable and payroll and supervising Division staff and resources.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Evaluates program budgets, services and operations and assesses effectiveness and performance; identifies and implements changes to maximize use of resources, including Priority Base Budgeting (PBB) to better serve the Department's finance needs.

Provides guidance, direction, assistance, and support to Coordinators/Supervisor staff regarding budget preparation and implementation: provides budgetary recommendations during implementation of department division work plans; instructs and/or trains personnel in correct budgeting methods and procedures; coordinates and/or conducts budget training workshops.

Coordinates preparation of revenue and expenditure forecasts for current and five-year financial planning. Assists in formulating business plans, along with updating, and implementing budgetary policies.

Directs and/or performs monitoring of capital and grant project financial information, and preparation of related reports. Communicates findings to the Project Coordinator, Deputy Director of Operations, and Department Director.

Compiles budget data for department: creates charts/graphs to analyze/compile individual cost center requests and produce an overview of organization requests.

Implements department budget amendments, transfers, and program budget revisions; confirms funding for agenda items, budget amendments, and project budget change requests.

Assists in monitoring expenditures to ensure compliance with approved budgets.

Compiles, prepares, processes, evaluates, and distributes various reports and records for department and Commission.

Receives various forms, reports, correspondence, budget amendments, budget transfers, budget change requests, financial reports, budget/CIP submittals, encumbrance authorization requests, statistical data, chart of accounts, laws, ordinances, resolutions, regulations, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, e-mail, Internet, or other computer programs.

Communicates with Recreation Commission, employees, other departments, auditors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings and makes budget presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Finance, Accounting, Public Administration, Business Administration, or closely related field; supplemented by two (2) years previous experience and/or training involving public budget development, governmental accounting/finance, financial management, financial analysis, and general accounting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires thorough knowledge of governmental accounting and municipal budgeting procedures; requires thorough knowledge of principles and practices associated with budget development and the budget approval process in a governmental environment; and requires considerable knowledge of the philosophy, theory and principles of public administration. Must have working knowledge of the Financial module of the Munis software system.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.