

## FINANCIAL COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Financial Coordinator is responsible for professional-level budget coordination, preparation, analysis, and supervision of the department's accounting, purchasing, and special programs functions. Responsibilities include: performing advanced-level budget coordination, preparation, initial analysis, and administrative work; communicating, training, and assisting staff with budget and accounting procedures, projections, and philosophies; reviewing and verifying data and forms for accuracy; creating and managing comprehensive budget databases and spreadsheets to provide department reports; creating special reports for department personnel; maintaining department Chart of Accounts; analyzing and monitoring expenditures; researching problems and communicating with Financial Services; reviewing budget for revenue streams; and reconciling funds. Other duties include supervising accounting and purchasing functions which include: approving Limited Purchase Orders (LPOs), Blanket Purchase Orders (BPOs), and Invoices for Payment (IFPs); creating and updating department policies and procedures relating to accounting and purchasing practices; developing financial controls for systems and processes; providing development, training, and education to staff; and monitoring employee performance. For the *Parks, Recreation and Commercial Facilities Assignment*, responsibilities also include overseeing department charge-offs, registrations, sponsorships, donations, grants, the registration and reservation system, and financial monitoring, reconciling and reporting on capital and lifecycle projects. The *Transportation Assignment* includes monitoring department inter-government agreements (IGAs), Transit grant draws, and Regional Transportation Plan expenditures. Supervision is exercised over a staff of clerical employees. The *Facilities Maintenance Assignment* includes monitoring department service contracts/agreements and supervision is exercised over the Contract Specialist and clerical employees. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Financial Specialist class by the broader scope and complexity of the budget and accounting duties. A Financial Coordinator is expected to use considerable initiative, independent judgment, and leadership when performing budget, accounting, and supervising duties. Work is performed under the general direction of a Fiscal Analyst or department director who reviews work through conferences, meetings, written reports, and results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Public or Business Administration, or a related field. Considerable (3 - 5 years) professional-level experience in budget preparation, finance, accounting, purchasing, or a closely related field. At least one year supervisory experience. Experience utilizing computerized or personal computer (PC) based financial systems.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire or promotion date (by assignment). Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required (*Police Department Assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of the assignment, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures (*Police Department Assignment*).

**Preferred/Desirable Qualifications.** Prefer candidates with a Bachelor's Degree in Accounting as well as governmental experience with a municipality or state agency. Additionally, experience with AMS Advantage (web-based accounting application) or database query is strongly desired.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the general public, other City employees, vendors, and management to explain and interpret accounting practices and policies, use of financial reports and forms, tracking expenditures, and work order preparation. Instructs and/or trains department administrators, supervisors, coordinators, and staff regarding accounting procedures, such as cash handling, bank deposits, daily timesheets, and how to complete spreadsheets and other reports for regular reporting or for budgeting purposes. Prepares written documents such as administrative regulations, accounting procedures, research reports, recommendations, and grant progress reports with clearly organized thoughts and using proper sentence structure, punctuation, and grammar in order to revise/develop department administrative regulations, to explain administrative practices, and to provide information, instructions, justifications, and report parameters. Composes correspondence via departmental memos, e-mail, or formal letters to request assistance or support for assigned projects, to provide information or respond to inquiries, and/or to outline procedures for financial or budgetary reports.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures, management objectives, federal regulations (i.e., FLSA, grants), state regulations, City policies, Generally Accepted Accounting Practices (GAAP), Financial Accounting Standards Board (FASB) guidelines, and Government Accounting Standards Board (GASB). Attends meetings and/or seminars. Operates a variety of standard office equipment (i.e., PC, printers, calculators, copiers, etc.) to perform statistical analysis; prepares documents, reports, and spreadsheets for budgeting; and reviews and checks the accuracy of budget requests, invoices, purchase requests, etc. Enters data or information into a PC or other keyboard device (adding machine/calculator). Prepares and/or updates schedules, graphs, or similar charts in order to prepare reports and spreadsheets. Attends financial management training sessions and meetings to discuss grant/contract status. Meets scheduling and attendance requirements. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings, visit off-site employees for business purposes, and/or deliver facilities deposits (by assignment).

**Mental:** Plans, organizes, and/or directs the activities of the preparation of the department budget to achieve deadlines. Supervises and evaluates the work of subordinate personnel who perform department accounting functions, temporary agency processing, and purchasing. Prioritizes own work including special projects, monthly reports, supervisory duties, meetings, etc. Resolves procedural and other

work-related problems (i.e., accountability problems discovered by audits, etc.) by researching, discussing with affected staff, and preparing procedures for accounting functions. Coordinates financial or personnel-related work activities with appropriate City departments. Develops department or unit financial/accounting policies and procedures. Conducts research and analyzes data to produce financial and cost analysis. Performs mathematical calculations, statistical computations, and financial and/or cost analysis. Prepares or assists in preparing the forms and documents used in budget preparation, entering and verifying data, and assisting in the preparation of the overall budget. Comprehends and makes inferences from written material (i.e., budget book, financial reports, written instructions/procedures, etc.) to create spreadsheets and statistical reports, and to prepare reports, documents, budgets, etc., according to procedures. Learns job-related material regarding new computer software, accounting practices and procedures, and business management through on-the-job training and in a classroom setting.

**Knowledge and Abilities:**

Knowledge of:

City of Mesa's budgeting process and procedures, including activity-based budgeting and concepts; generally accepted techniques for compiling, verifying, and analyzing accounting data; procedures, methods, and forms associated with automated accounting systems; the general principles and practices of bookkeeping and accounts maintenance; fundamentals of generally accepted accounting principles and practices; fundamentals of contract monitoring and administration (*Facilities Maintenance Assignment*); economic analysis principles applicable to the budget process; PC software for spreadsheet and database applications; statistical analysis principles and methods applicable to the budgeting process; City of Mesa's overall system of accounts, funds, bonds, and revenue sources; principles and practices of public administration and government organization; state and federal grants and funding sources; research methods and techniques as applied to financial analysis and planning; cost accounting procedures and practices, and their relationships to program budgeting; property accounting and asset management procedures; and principles, practices, and methods of supervision.

Ability to:

interpret operating procedures/guidelines to resolve unusual work problems and explain them to others; research and provide assistance to management concerning management reports, disbursement of funds, and the resolution of budget concerns; perform reviews of files and procedures for compliance to generally accepted auditing practices and principles; supervise monthly download of expenditure data from mainframe reports for the department; track reimbursements from other agencies, federal, and state grant billings related to adaptive services and the Department of Economic Security (DES); design and implement research studies; review the department financial activities for purposes of promoting more efficient operations;

maintain journals, registers, and control reports relating to the expenditure system; supervise and direct the work of subordinate staff; and establish and maintain effective working relationships with City officials, coworkers, operating agency staff, management, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

TO/fl/hn

CS4511.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-FIN

INCREMENTS 42-200

PAY GRADE: 49

SECURITY-Yes (Police Department Assignment)

CDL-No

IND-8810

SWORN-No