



Fiscal Officer E16

Class Code:
800102

Bargaining Unit: No Union

AN EQUAL OPPORTUNITY / REASONABLE ACCOMMODATION EMPLOYER

CITY OF ALBUQUERQUE
Established Date: Nov 6, 2002
Revision Date: Oct 14, 2020

SALARY RANGE

\$25.06 - \$39.84 Hourly
\$2,004.80 - \$3,187.20 Biweekly
\$52,124.80 - \$82,867.20 Annually

FLSA:

Exempt

POSITION SUMMARY:

Provide and coordinate fiscal support and analysis functions to an assigned department; prepare financial status reports for all operating fund programs; oversee the assigned department's purchasing functions; coordinate operations related to finance, accounting management, budget and grant administration and perform a variety of technical tasks relative to assigned area of responsibility.

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level management or supervisory staff.

Exercise direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL AND SUPPLEMENTAL FUNCTIONS:

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Provide and coordinate fiscal support and analysis to an assigned department; assist in planning, developing and coordinating fiscal year budgets; prepare forecasts for

- assigned operating budgets; monitor and analyze expenditures.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing fiscal analysis services; implement policies and procedures.
 3. Prepare financial status reports for all operating fund programs; display budget expenditures, balances, projections and relevant financial information.
 4. Prepare various financial statements; analyze and identify problems related to the financial activities of the assigned department; perform short and long-term financial planning.
 5. Oversee the assigned department's purchasing functions; audit and authorize payments to vendors; audit change orders and determine and authorize funding for same.
 6. Research and approve all purchase order adjustments; revise orders according to contract obligations; research invoices for problems in billing.
 7. Calculate funding for supplemental agreements; determine source of funds and authorize increase to encumbrance; authorize additional services to outside consultants; determine additional funding sources.
 8. Initiate, research and authorize reimbursement to the City from State and Federal agencies; maintain files for auditing purposes.
 9. Design and monitor cost accounting systems and procedures; coordinate with information systems staff on various system problems, enhancements or upgrades.
 10. Oversee assigned department accounts receivable procedures; analyze and audit accounts receivable forms.
 11. Prepare accounts receivable billing in compliance with contracts, amortization schedules and other regulations; maintain accounts receivable logs, files and records.
 12. Plan, direct, coordinate and review the work plan for finance staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
 13. Plan, direct and manage long and short-term financial planning and daily financial activities including bond sales and meetings with underwriters.
 14. Perform rate analysis review; analyze rates and charges; determine revenue requirement; adjust rates and charges as necessary.
 15. Select, train, motivate and evaluate finance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
 16. Serve as the liaison for financial activities with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
 17. May assist in oversight of departmental payroll functions and activities and recommend process improvements as needed to ensure compliance with Federal FLSA and FMLA requirements, Worker's Compensation, Personnel Rules & Regulations, City Collective bargaining agreements and Payroll policies.

SUPPLEMENTAL FUNCTIONS:

1. Provide back up support to staff as required.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in accounting, or business administration; **and**

Five (5) years of fiscal management experience; **and**

To include two (2) years of supervisory experience.

ADDITIONAL REQUIREMENTS:

Dependent on position may require a valid New Mexico Driver's license and a City Operator's Permit (COP).

PREFERRED KNOWLEDGE:

- Principles and practices of financial analysis and budget forecasting
- Principles and practices of purchasing
- Principles and practices of accounting
- Principles and practices of accounting including GASB, FASB and GAAP
- Operational characteristics of computerized accounting systems
- Basic procedures, methods and techniques of bud-get preparation and control
- Basic procedures, methods and techniques of payroll preparation and control
- Principles and procedures of financial record keeping and reporting
- Methods and techniques used to analyze and interpret financial data
- Modern office procedures, methods and equipment including computers
- Principles of supervision, training and performance evaluation
- Pertinent Federal, State and local codes, laws and regulations

PREFERRED SKILLS AND ABILITY:

- Provide financial support and analysis to an assigned department
- Research, analyze and identify problems related to the financial activities of an assigned department
- Perform various accounting functions
- Oversee the assigned departments purchasing functions
- Design and monitor computerized financial systems
- Oversee and analyze various accounting transactions
- Review department payroll activities and recommend appropriate changes
- Prepare clear and concise financial reports
- Communicate clearly and concisely
- Perform the essential functions of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

WORKING CONDITIONS:

Environmental:

Office environment, exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

