

PERSONNEL COMMITTEE

13-0033R

RESOLUTION APPROVING PROPOSED SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF FINANCE OFFICE COORDINATOR, AND SPECIFYING CONTRACT BENEFITS FOR SAME.

CITY PROPOSAL:

RESOLVED, that the proposed specifications for the new civil service classification of finance office coordinator, which were approved by the civil service board on December 4, 2012, and which are filed with the city clerk as Public Document No. \_\_\_\_\_, are approved; that said classification shall be subject to the city's collective bargaining agreement with its basic unit employees; and that pay range for said classification shall be Range 133. The proper city officials are authorized to execute and implement an agreement with the union to provide for employing one or more unit members consistent with this resolution.

Approved:

  
\_\_\_\_\_  
Department Director

Approved for presentation to council:

  
\_\_\_\_\_  
Chief Administrative Officer

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

HR CT:ao 1/4/2013

STATEMENT OF PURPOSE: The finance department is undergoing a restructuring process. As a part of that analysis a need was identified for an office coordinator to improve communications and knowledge transfer between functions in finance and other departments/divisions as well as vendors, suppliers, and

customers of the city. This proposed classification will act as a liaison as well as assist in coordinating effort to better communicate with and serve the needs of both internal and external customers of the finance department. The pay range negotiated for the classification is Range 133, \$3,438 to \$4,044 per month.

# FINANCE OFFICE COORDINATOR

## Summary/Purpose

This classification is the primary contact for internal and external customers concerning all Finance office activities and issues and acts as leadworker for assigned finance support staff. This classification is also responsible for coordinating and monitoring activities and projects within an assigned Finance Department area and for coordinating the efforts between Finance Department personnel and personnel in other departments and divisions who perform accounting and financial data reporting functions.

## ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

1. Communicate effectively with, and act as a liaison between internal and external customers, agencies, and staff to acquire and provide information, coordinate activities, resolve issues and complaints, and satisfy established requirements.
2. Act as the primary contact with vendors, suppliers, and customers either paying to or receiving payment from the City of Duluth.
3. Act as a liaison with personnel in other departments and divisions performing accounting and/or finance operations.
4. Manage projects as assigned.
5. Perform complex or involved office operations and assist office staff when necessary to cover for absences, assist with unusual workload, etc.
6. Produce analyses and reports as assigned and present them to City staff as required.
7. Review, revise, and/or establish procedures for effective operations within the area assigned.
8. In collaboration with supervisor, determine work priorities for assigned staff.
9. Assign work and coordinate work schedules of assigned staff.
10. Provide input into decisions regarding the hire and transfer of personnel.
11. Train assigned team in safe and proper work methods and procedures.
12. Monitor work of assigned team for compliance with established methods, guidelines, standards and procedures.
13. Review work of assigned team members for completeness and quality, and provide feedback as needed.
14. Provide input to management to aid in decisions related to discipline and grievance resolution.
15. Provide information and instruction to assigned team verbally and in writing as needed.

**Job Requirements**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

- 1. Education & Experience Requirements
  - A. Six years of progressively responsible experience in coordinating operations in a financial office setting; or a combination of four years of experience as above plus two years of post-secondary education in Accounting or Finance.
  - B. A bachelor's degree in Accounting, Finance, Management, or a related field is preferred.
  
- 2. Knowledge Requirements
  - A. Extensive knowledge of GAAP principles, methods, practices, and terminology.
  - B. Knowledge of governmental accounting.
  - C. Knowledge of accepted office practices and procedures.
  - D. Knowledge of computer applications including Word, Excel, and accounting-specific applications.
  
- 3. Skill Requirements
  - A. Skill in analyzing financial data to provide information and knowledge in support of decision making.
  - B. Skill in communicating complex financial information
  - C. Skill in providing exemplary customer service and satisfaction.
  - D. Skill in producing reports as necessary using various computer applications.
  
- 4. Abilities Requirements
  - A. Ability to communicate effectively and completely using multiple methods.
  - B. Ability to research and analyze complex data.
  - C. Ability to systematically perform detailed work.
  
- 5. Physical Abilities Requirements
  - A. Ability to sit for long periods.
  - B. Ability to operate and control a computer for extended periods.
  - C. Ability to stoop and reach occasionally to retrieve paper files.
  - D. Ability to occasionally lift and carry items such as files and reports weighing up to 15 pounds.

Genlst: CT	Class:	Union: Basic	Pay:	CSB:
CC:	Res:	EEOC:	EEOF:	WC: