

PERSONNEL COMMITTEE

13-0248R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE EXISTING CIVIL SERVICE CLASSIFICATION OF ADMINISTRATIVE FINANCE SPECIALIST.

CITY PROPOSAL:

RESOLVED, that the proposed amendments to the specifications for the existing civil service classification of administrative finance specialist, which were approved by the civil service board on May 7, 2013, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 129, \$3295 to \$3884 per month.

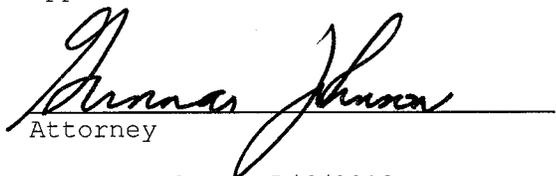
Approved:


Department Director

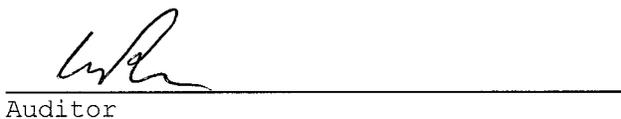
Approved for presentation to council:


Chief Administrative Officer

Approved as to form:


Attorney

Approved:


Auditor

HR CT:ls 5/6/2013

STATEMENT OF PURPOSE: This existing classification was revised to broaden the Education & Experience requirements, eliminate the typing speed and driver's license requirements, adding computer application requirement, and updating terms and word usage. There is no change in the rate of pay, which is Range 129, \$3295 to \$3884 per month.

ADMINISTRATIVE FINANCE SPECIALIST

SUMMARY/PURPOSE:

This classification is responsible for exceptional customer service when providing assistance in billing and collecting funds and processing payments, resolving issues submitted by customers, maintaining exceptionally accurate accounting records, and providing accurate and understandable data and information to those requesting it.

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

1. Research, collect, analyze, and summarize data to create or prepare complex reports, forms and documents.
2. Perform involved accounting tasks associated with Accounts Receivable (AR) and Accounts Payable (AP).
3. Establish, maintain, and perform office support services
4. Perform data entry and information processing services
5. Advise, assist, and train staff in accounting and office support services.
6. Provide service to the public and resolve complaints.

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.

Education & Experience Requirements

1. Certification by the City's Joint Apprenticeship Training Committee (JATC) upon completion of the Finance Technician Training Program, OR
2. An associate's degree in accounting plus two years of related, full-time, professional accounting experience, OR
3. Five years of related, full-time professional accounting experience.

Knowledge Requirements

1. Knowledge of Generally Acceptable Accounting Principles (GAAP).
2. Knowledge of modern office methods, procedures, and equipment.
3. Knowledge of alphabetizing, indexing, and filing methods.
4. Knowledge of mathematics.
5. Knowledge of the methods, practices, and terminology used in financial and statistical recordkeeping.
6. Knowledge of accepted, effective office practices.

Skill Requirements

1. Skill in using various computer application software packages to accomplish work.
2. Skill in performing difficult accounting tasks and making accurate computations.

3. Skill in comparing and proofreading names, numbers, and other data accurately and rapidly.
4. Skill in computing charges, counting money, making change, and issuing receipts.
5. Skill in operating data entry, computing, duplicating, calculating, adding, and other office equipment.
6. Skill in establishing, organizing, maintaining, and updating manual and electronic files and records.
7. Skill in locating, classifying, and interpreting a variety of financial and statistical data.

Ability Requirements

1. Ability to interpret questions, provide satisfactory explanations, and resolve complaints.
2. Ability to write legibly.
3. Ability to understand and execute complex policies/procedures and oral/written instructions.
4. Ability to work independently and exercise discretion in absence of specific instructions or supervision.
5. Ability to organize and prioritize work.
6. Ability to learn and explain a wide variety of technical procedures and policies.
7. Ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates, and the public.
8. Ability to obtain job-related certifications if required by the employer.

Physical Ability Requirements

1. Ability to sit, stand, walk, push, pull, stoop, reach, finger, and handle.
2. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC).
3. Ability to perform LIGHT WORK (defined as lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds).

Genlst: CT	Job #: 1819	Union: Basic	Pay: 90% to 100% of 129E	CSB:
CC:	Res:	EEOC:	EEOF:	WC:

ADMINISTRATIVE FINANCE SPECIALIST

DUTIES Under general direction and using independent judgment:

- 1 To prepare complex documents;
2. To perform difficult bookkeeping duties;
- 3 To establish, maintain, and perform office support services;
- 4 To establish and perform information processing services;
5. To advise, assist, and train staff who perform bookkeeping and office support services; and
6. To provide service to the public and resolve complaints.

ACCOUNTABILITIES

1. Preparing complex documents
 - A. Collecting, analyzing, consolidating, and summarizing data from different sources for reports.
 - B. Preparing, reviewing, and recording complex reports, requisitions, forms, certificates, notices, bills, payrolls, invoices, vouchers, statements, records, applications, receipts, credits, contracts, and other documents.
 - C. Reviewing, verifying, processing, and distributing prepared documents.
2. Performing difficult bookkeeping duties
 - A. Calculating charges, securing payments, issuing receipts, and depositing money from charges, fees, bills, taxes, assessments, and deposits.
 - B. Processing disbursements and maintaining petty cash accounts.
 - C. Classifying data and distributing charges according to existing accounting systems.
 - D. Preparing, auditing, verifying, and processing payment vouchers, purchase orders, journal vouchers, direct disbursements, travel requisitions, and other paperwork.
 - E. Compiling, maintaining, auditing, and reconciling various complex bookkeeping accounts, statements, records, and projects requiring the use of independent judgment.
 - F. Establishing and maintaining ledgers, records, and computer files.
 - G. Recording, posting, and entering transactions, records, and data.
 - H. Assisting in the preparation and monitoring of the department/division operating budget.
 - I. Interpreting financial procedures and bookkeeping requirements to other City employees.
3. Establishing, maintaining, and performing office support services
 - A. Obtaining, recording, distributing, and routing mail, reports, and other material.

- B. Establishing and maintaining files, accounts, indexes, lists, records, books, rosters, manuals, and systems where discretion and decision making is involved.
 - C. Collecting, analyzing, and preparing data and materials for typing.
 - D. Performing typing, proofreading, correction, and distribution of assessments, bills, work orders, vouchers, requisitions, statements, schedules, forms, contracts, orders, and other documents.
 - E. Requisitioning, storing, distributing, and inventorying office supplies and equipment.
 - F. Authorizing expenditures within established limits of authority.
 - G. Operating and maintaining duplicating, calculating, adding, addressing, cashiering, mailing, and computer equipment.
 - H. Scheduling, arranging, preparing, and providing office support for meetings and events.
 - I. Assisting in the establishment and modification of office procedures as required.
 - J. Interviewing customers and applicants to obtain needed information.
4. Performing information processing services
- A. Performing entry and verification of data from source documents and data entry forms.
 - B. Performing entries, corrections, retrievals, and audits of information using data entry, microcomputer, and mainframe computer equipment.
 - C. Operating recorders, copiers, printers, bursters, and decollators.
 - D. Establishing and maintaining computer files.
5. Advising, assisting, and training staff who perform bookkeeping and office support services.
- A. Planning and assigning the work of assigned personnel.
 - B. Providing hiring recommendations and training assigned personnel.
 - C. Reviewing and evaluating the work of assigned personnel.
6. Providing service to the public and resolving complaints.
- A. Answering the telephone, serving as receptionist, attending counter, and referring callers to the proper party.
 - B. Providing information, responding to questions, and interpreting regulations, policies, and procedures.
 - C. Acknowledging complaints and problems and resolving them or referring them to appropriate party.
 - D. Distributing, securing, reviewing, approving, denying, and issuing forms, applications, permits, licenses, and registrations, within areas of responsibility and authority.

MINIMUM QUALIFICATIONS

1 Education and Experience

- A. Certification by the City's Joint Apprenticeship Training Committee (JATC) upon completion of the Finance Technician Training Program.

2. Knowledge

- A. Knowledge of modern office methods, procedures, and equipment.
- B. Knowledge of alphabetizing, indexing, and filing methods.
- C. Knowledge of mathematics.
- D. Knowledge of the methods, practices, and terminology used in financial and statistical recordkeeping.
- E. Knowledge of accepted, effective supervisory and office management practices.

3. Skill

- A. Skill in typing at a rate of at least 40 words per minute from clear copy.
- B. Skill in performing difficult bookkeeping and making accurate computations.
- C. Skill in comparing and proofreading names, numbers, and other data accurately and rapidly.
- D. Skill in computing charges, counting money, making change, and issuing receipts.
- E. Skill in operating data entry, computing, duplicating, calculating, adding, and other office equipment.
- F. Skill in establishing, organizing, maintaining, and updating manual and electronic files and records.
- G. Skill in locating, classifying, and interpreting a variety of financial and statistical data.

4. Ability

- A. Ability to interpret questions, provide satisfactory explanations, and resolve complaints.
- B. Ability to write legibly.
- C. Ability to understand and execute complex policies/procedures and oral/written instructions.
- D. Ability to work independently and exercise discretion in absence of specific instructions or supervision.
- E. Ability to organize and priorities work.
- F. Ability to learn and explain a wide variety of technical procedures and policies.
- G. Ability to establish and maintain effective working relationships with supervisors, co-workers, subordinates, and the public.
- H. Ability to learn how to shut off water and gas services.
- I. Ability to sit, stand, walk, push, pull, stoop, reach, finger, and handle.

- J. Ability to obtain a Minnesota Class "C" Driver's License or privilege if required by the employer.
- K. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC).
- L. Ability to perform LIGHT WORK (defined as lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds).
- M. Ability to obtain job-related certifications if required by the employer.

BH:bf:c
06/21/91

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CC 19911015
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