

Code: 1179
Administrative Service
Statistical, Technical and Analytical Group
Budget and Procedure Analysis Series

CLASS TITLE: Manager of Finance

CHARACTERISTICS OF THE CLASS: Under direction, the class is managerial in nature where the positions function as the chief financial officer, directing and managing the financial, accounting, budgetary and grant administration operations for a City department; and performs related duties as required.

ESSENTIAL DUTIES: Plans and directs the work of professional staff engaged in managing, analyzing and reporting on a department's financial matters; directs the development and implementation of policies and procedures to ensure sound fiscal management and operational efficiency; oversees the development and revision of accounting procedures to improve financial reporting of department receipts and expenditures; directs and participates in the design and implementation of new computerized accounting systems to improve the effectiveness of financial reporting; directs and participates in the selection and evaluation of private consultants engaged in auditing financial records; directs the costing of proposed or expanded programs and the preparation of related reports; approves program and operational budgets and amendments for appropriateness of funding; monitors expenditures from grant funds ensuring spending practices are in compliance with contract provisions and government regulations; authorizes spending adjustments and fund re-allocations to ensure funding availability; establishes and implements internal auditing systems and financial controls to ensure the appropriate use of funding; directs and authorizes the preparation of fiscal reports summarizing and forecasting the department's financial position; oversees professional staff engaged in the analysis of fund investments and management of related accounts; functions as departmental liaison on financial related issues to the Office of Budget and Management, City Comptroller's Office and government and delegate agencies.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Accounting or related field with 15 semester hours in Accounting supplemented by four years of progressively responsible supervisory experience in professional accounting or financial management experience, or an equivalent combination of training and experience.

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CLASS TITLE: Manager of Finance (Cont'd)

Knowledge, Abilities and Skill. Considerable knowledge of generally accepted accounting and auditing principles. Considerable knowledge of cost accounting and fiscal analysis. Considerable knowledge of

municipal accounting, budgetary and grant administration policies and practices. Considerable knowledge of financial report preparation. Good knowledge of financial software applications. Good knowledge of supervisory and management practices.

Ability to direct and manage the work of a large financial division. Ability to develop and modify computerized accounting systems and related financial controls. Ability to advise managers and delegate agencies of financial policies and grant administration regulations.

Considerable skill in the application of generally accepted accounting and auditing principles. Considerable skill in analyzing program costs and forecasting budget projections. Considerable skill in reviewing and preparing complex operating budgets and financial reports. Considerable business math skills. Considerable supervisory and management skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2005
City of Chicago
Department of Personnel