

Job Class Code: 1028	FLSA Status: Non-Exempt
Pay Basis: Salary (Annual)	EEO Category: 6

GENERAL DESCRIPTION

The purpose of this job classification (class) is to provide significant support to the management and operations of the Finance Department. The job class is responsible for performing research, compiling data across systems, and a wide range of significant financial and management data analysis, reporting, and support. The job class works within a general outline of work to be performed and develops work methods and sequences under general supervision.

TYPICAL TASKS
<ul style="list-style-type: none"> • Compiles and reviews data from a variety of sources and systems, ensuring completeness and accuracy in order to assist with management analysis and decision-making. • Serves as an internal resource for technology-related issues and a liaison with IT on technical issues; proactively identifies potential problems or inefficiencies, formulates solutions, improves processes, and implements plans either independently or in coordination with the affected division. Serves as backup to the Kronos Business Application Specialist. • Coordinates and participates in the administration of projects with internal departments, including researching and making recommendations to improve efficiencies or resolve obstacles. • Supports the Chesapeake OPEB Finance Board by providing administrative services, which includes drafting of Requests for Proposals and coordinating their issuance with the Purchasing Department and vendors. • Creates and maintains various complex reports and records to assist decision-making and facilitate efficient and uninterrupted department operations including, but not limited to, department contracts, department inventory, and overall budget status review, maintenance, and projections. • Processes department’s accounts payable and coordinates department’s timekeeping and payroll submissions. • Maintains department’s records and coordinates department’s Freedom of Information Act responses. • Serves as department’s liaison to the Human Resources (HR) Department on personnel-related matters, including training registration and coordination. • Provides significant support to the Finance Director and operations of the Finance Department including research, appointment and travel coordination, and a wide range of special projects. • Edits and publishes the monthly Finance Department newsletter. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, and/or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Counsels or instructs others through explanation and demonstration, and/or makes recommendations based on technical expertise and/or data analysis; maintains harmonious relations and promotes efficiencies.
Reasoning Requirements	Performs work involving the application of logical principles, critical-thinking, and analytical skills to solve practical problems and spot trends and anomalies within, or applying to, a unit or division of the organization, dataset(s), or information.
Mathematical Requirements	Performs addition, subtraction, multiplication, and division and calculates ratios, rates, and percentages. Uses mathematics involving the practical application of fractions, percentages, ratios, and proportions or measurements.
Language Requirements	Reads instructions, procedure manuals, and charts to solve practical problems; composes and edits routine and specialized reports, forms, and business letters; speaks to groups of coworkers, staff in other departments and organizations, and the general public.

Mental Requirements	Performs specialized technical or professional work requiring broad understanding of operating policies and procedures and their application to problems not previously encountered; requires normal attention with occasional periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; may assist in developing policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES	
Knowledge	Requires a strong working knowledge of Microsoft Office including Word, Excel, PowerPoint, and Outlook.
Skills	Requires analytical, technical, and problem-solving skills as well as excellent attention to detail. Additionally, strong interpersonal skills are required.
Abilities	Requires the ability to exercise discretion and diplomacy while performing a wide range of support and interacting with a wide variety of internal and external customers. Must be able to communicate effectively, both verbally and in writing; must possess the ability to discern, organize, prioritize, and complete work within given deadlines.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in Business Administration, Accounting, Finance, or closely related field.
Experience	In addition to the vocational/educational requirements above, this job class requires at least one year of relevant experience with demonstrated skills in data analysis, problem-solving, research, and coordination.
Special Certifications and Licenses	None
Special Requirement(s)	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS	
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.	

This is a job class description and not an individualized position description. A job class description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe, and does not necessarily list, the essential functions for a given position in a job classification.