

CITY OF LAKE ELSINORE

FISCAL OFFICER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, performs a variety of professional accounting duties pertaining to governmental accounting; develops, prepares, and presents the City-wide budget; assists with Successor Agency fiscal accounting; ensures compliance with debt covenants and applicable laws; prepares long-term operating projections and capital improvement fiscal plans; assists with the administration of Special Districts; provides responsible analytical and technical support; serves as back-up to cashier; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is responsible for the City's budget and assists with monitoring Special Districts.

SUPERVISION EXERCISED/RECEIVED:

Receives direction from the Director of Administrative Services.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs responsible, routine, professional accounting work in the administration and implementation of the City's financial, treasury, and accounting functions.
- Reviews, researches, analyzes, and prepares annual proposed and final budgets; prepares salary projections for all departments for annual budget; coordinates budget preparation process with staff of various departments.
- Controls budget for various City departments and projects; determines if funds are available and expenditures are properly classified.
- Prepares budget reports, investigates variances, and performs research and analysis to make adjustments and/or recommendations for review by Administrative Services Director.
- Provides analysis of available funds upon management request; prepares fund balance projections and reviews with operating departments.
- Develops and recommends policies and procedures related to budget and general fund operations and other fiscal matters.

- Monitors and manages fiscal issues, including ensuring compliance with debt covenants and applicable laws, related to City/Successor Agency issued taxable/tax exempt issued or government sponsored debt.
- Prepares long-term operating projections and capital improvement fiscal plans for the city.
- Assists, analyzes, compiles, prepares, and submits reports and schedules regarding Successor Agency/redevelopment fiscal accounting and related matters.
- Assists with bond tracking, budgeting, management, taxation, refinancing, and formation of Special Districts, including Assessment Districts and Community Facilities Districts.
- Maintains current knowledge of legislation, practices, and case decisions affecting Special Districts operations and development.
- Makes presentations to City Council, Commissions, and management team regarding budget, fiscal planning, and other fiscal matters.
- Ensures compliance with accepted governmental accounting practices, Council direction, and City procedures.
- Serves as back-up for cashier and provides assistance to other areas of the Finance division as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in data entry and preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Fiscal Officer. A typical way of obtaining the required qualifications is to possess a minimum of three years of increasingly responsible budget and/or finance experience and a Bachelor's Degree in Public Administration,

Budget/Finance, Accounting, Management, Business or related field. Public sector experience is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles and practices of financial record keeping, report writing, bookkeeping and basic governmental accounting; cash handling techniques; budget preparation; California Governmental Code sections relating to Cities and Special Districts; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including those dealing with confidentiality; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Prepare, maintain and reconcile various financial, accounting and statistical records; keep accurate records; perform cashiering duties accurately; examine a wide variety of financial documents and reports; perform mathematical calculations quickly and accurately; develop and monitor budgets; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and software applications, including billing and financial systems.