

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Financial Administrative Coordinator</b>	<b>CLASS CODE:</b>	<b>310</b>
<b>REPORTS TO:</b>	<b>Deputy Finance Director</b>	<b>GRADE:</b>	<b>21</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>FLSA:</b>	<b>N</b>

**JOB SPECIFICATION DATE: July 1, 2005 bwg**

**JOB SUMMARY:**

Performs specialized administrative support for financial management including the municipal bond offering process.

**ESSENTIAL FUNCTIONS:**

1. Performs internal controls over the Accounts Payable document retention process including document scanning using Binary Office or a related product.
2. Supervises the work of support staff by prioritizing, delegating and overseeing the quality of work performed.
3. Proofs the work of support staff to ensure accuracy and completeness.
4. Acts as the Budget Liaison contact to gather budget information and provide general supervision over the administrative staff performing budget work.
5. Performs complex administrative work for the Municipal Property Corporation Board that issues bonds for the benefit of the city.
6. Conducts research and assists in data analysis; prepares reports and makes recommendations.
7. Interfaces with outside bond counsel in the municipal bond sale process.
8. Provides administrative support to the Chief Financial Officer and the Deputy Finance Director over Accounting in regards to travel reports, meeting minutes and agendas and maintaining calendar.

**SECONDARY FUNCTIONS:**

9. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Basic fundamentals of generally accepted accounting principles and practices;  
Spelling, punctuation, vocabulary, and arithmetic and the ability and skill to operate office equipment including computers and/or word processors

### **Ability to:**

Conduct research on bond sale procedures.  
Close petty cash accounts and prepare associated statements/reports.  
Deal effectively and courteously with elected officials, legal counsel, and the general public.  
Keep and maintain complete and accurate record keeping and filing systems.  
Exercise independence and judgement in applying and following established procedures and meeting deadlines.  
Assist CFO and Deputy Finance Director over Accounting in conducting factual and financial research.

## **WORKING CONDITIONS:**

Office setting

## **MINIMUM QUALIFICATIONS:**

Associate of Arts Degree in Finance, Accounting, Business Administration, or related field and two years of experience involving financial procedures

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.