



CIVIL DIVISION
CLASS SPECIFICATION

FISCAL OFFICER

DATE ADOPTED: 08/22/1973

LAST REVISION: 09/7/2023

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DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position responsible for the financial operations of an agency. This position involves considerable independent judgement in providing accurate and efficient management of the agency's financial affairs. An employee in this class is expected to provide direction and guidance to the governing body. The incumbent works under the administrative supervision of a higher-level administrator. Supervision is exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Oversees and participates in the financial management of an agency;
2. Supervises and prepares the annual agency budget;
3. Coordinates and monitors municipal investments;
4. Supervises and participates in the preparation of payroll, taxes and insurance programs;
5. Pre-audits expenditures and prepares recommendations;
6. Prepares periodic statements showing assets and liabilities;
7. Assists in the financial administration of grants and loans;
8. Assists in other financial matters when necessary;
9. Participates in board meetings and provides fiscal information as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern governmental budget and finance principles, procedures and practices necessary to oversee the preparation of all budgets, investments, payrolls, warrants and bank accounts;
Knowledge of public administration necessary to maintain fiscal records for an agency;
Ability to evaluate financial records;
Ability to present clear and concise financial reports;
Ability to write and speak effectively;
Ability to supervise the work of others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Business Administration or Public Administration and one (1) year of paid work experience in financial management which included responsibility for budget preparation;
- OR: (B) Bachelor's degree in Business Administration or Public Administration And three (3) years of paid work experience as described above;
- OR: (C) Bachelor's degree and four (4) years of paid work experience as described above;
- OR: (D) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: 09/15/1995, 03/08/1999, 09/07/2023