

B. Four (4) years of experience in accounting, financial management, and investing; municipal experience preferred; CPA certification preferred;

2. Knowledge, Skills and Abilities:

Knowledge of State and City codes relating to municipal financial matters. Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

Ability to operate a personal computer and Microsoft products.

Ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing.

3. Working Conditions

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:
Location:	Finance	EEOP Class:
Group/BU:	General Pay Plan	Tech-Net Match: