



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
**ADMINISTRATOR OF FISCAL
SERVICES**
FINANCE

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position has primary responsibility for the oversight and administration of the Newport News Employees Retirement Fund and Other Post-retirement Employee Benefits Fund (OPEB) (together, the "Funds"), as well as oversight of the City's Payroll and Accounts Payable functions, and Line of Duty Fund. Reports to the Director of Finance.

ESSENTIAL JOB FUNCTIONS

Assists the Director in the overall management and administration of Accounts Payable, Payroll, and Pension; advises and assists in developing the priorities, goals and objectives to meet the City's needs in these functional areas; assists in establishing and implementing internal organization and management systems to effectively meet operating goals and objectives, including implementation of policies and operating procedures.

Provides administrative oversight for assigned departmental activities and functions. Responsible for effective supervision of assigned staff including selection, performance management, employee relations, and related activities; develops staff organization to effectively carry out departmental operations.

Establishes systems for ensuring City and departmental Payroll and Accounts Payable policies and procedures are appropriately administered. Responsible for developing systems and procedures to ensure that the appropriate services are provided timely to the Funds, as well as the Retirement Board and its Committees, as outlined in the Administrative Policy for the City providing services to the NNERF and OPEB Funds.

Researches information requested by the City Manager's Office, press, general public, the Retirement Board and Committees, and other City officials; directs studies in a variety of areas and presents reports and recommendations to the Director. Coordinates completion of detailed reports, studies, written correspondence, and other documents. Assists in developing the Finance Division's annual operating budget.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Finance, Pension & Payroll Administration – Thorough knowledge of governmental accounting principles, methods and practices. Thorough knowledge of Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standard Board (GASB), particularly those applicable to the City's and NNERF's financial statements. Thorough knowledge of municipal accounting principles, practices and procedures. Thorough knowledge of Federal, State and Local laws and regulations governing the receipt, custody and expenditure of public funds. Thorough knowledge of the practices, methods and laws pertaining to payroll administration and independent municipal pension plans, deferred compensation plans and COBRA. Knowledge of public administration and financial investment procedures.
- Human Resources – Knowledge of human resources and modern business principles, theories and practices to include strategic planning, FLSA, and related laws and regulations. Knowledge of organizational development including training principles and practices. Knowledge of recruitment, selection, and utilization of a HRIS.
- Supervision – Knowledge of leadership techniques, principles and procedures to assign, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of office systems, practices and administration.
- Customer Service – Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services and evaluation of customer satisfaction.

REQUIRED SKILLS

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions.
- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with City officials, Board members, employees, retirees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

REQUIRED ABILITIES

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.

- Communication – Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Accounting or a related field and 5-7 years of progressively responsible experience with 3-5 years of supervisory experience or an equivalent combination of education and experience. Designation as CPA, CMA or other professional financial designation is desirable.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.