



**CITY OF TAKOMA PARK, MD  
CLASS SPECIFICATION**

**CLASS TITLE:** Finance / Budget Specialist  
**DEPARTMENT:** Finance  
**REPORTS TO:** Finance Director  
**APPROVED:**

Human Resources Manager \_\_\_\_\_

City Manager \_\_\_\_\_

**SALARY GRADE:** 30  
**FLSA STATUS:** N  
**EEO CODE:** 6  
**DATE:** 03/2009

Date \_\_\_\_\_

Date \_\_\_\_\_

**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Performs complex/specialized accounting work requiring considerable knowledge of accounting and fiscal operations and procedures. Assists in the preparation of analytical and statistical studies necessary for making cost projects and trend analysis. Assists in the collection, tabulation, summary and analysis of preliminary budgetary, financial, and statistical departmental data. The work may include payroll, procurement, accounts payable, accounts receivable, grant accounting, reconciliations and other specialized work within the Finance Department. Responds to internal and external inquiries.

**CORE COMPETENCIES:**

**Customer Service:** Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands all City services, maintains pleasant and professional image. Anticipates, monitors and meets the needs of internal and external customers and responds to them in an appropriate manner. Continually seeks to provide the highest quality service to all customers. Listens carefully when dealing with the public and communicates concern through tone of voice and by taking action to solve their problems in a timely manner. Complies with the City's Customer Service Policy, including 24-hour response time for telephone calls and e-mails. Explains departmental and City issues to the public in a manner that demonstrates interest and concern for their problems. Listens well, diffuses conflict before it starts, finds causes of and solutions to problems, handles difficult people.

**Communication:** Communicates well both verbally and in writing when required, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills. Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts. Keeps key employees informed regarding relevant information. Shares information with other members of the team to foster teamwork and to further attainment of the City's goals. Written and oral information is presented in a manner that projects a positive and professional image of the City.

Reports problems, concerns, issues that should be corrected. Readily shares information and ensures that team members are kept informed and up-to-date. Establishes team and individual accountability for goals, objectives and outcomes. Intervenes as necessary to identify and resolve conflict among team members. Makes conscious and deliberate efforts to build team spirit and identity.

**Job Knowledge:** Understands duties and responsibilities, has necessary technical skills, understands the City's mission/values, keeps job knowledge current. Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession. Demonstrates a commitment to continuous improvement, including the understanding and application of technology where appropriate. Operates within the organization's formal and informal structures, builds allies and relationships across departments, uses allies to build consensus and create results, is appropriately diplomatic, understands others' roles and perspectives, can sell projects and ideas across the organization. Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs. Prioritizes well and reacts to opportunities. Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

**ROLE COMPETENCIES:**

**Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

**Computer Skills:** Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, uses computers to improve productivity. Makes good use of web tools and on-line resources, can implement and manage web projects.

**Decision Making/Judgment:** Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, communicates decisions to others. Knows when to notify and/or involve the department head or the City Manager prior to making a decision.

**Personal Organization:** Keeps information organized and accessible, maintains clean/functional work space, works systematically/efficiently, manages time well.

**Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

**ESSENTIAL JOB FUNCTIONS:**

Collects and tabulates financial data (historical and trend analysis) necessary for the preparation of the City's annual budget and Comprehensive Annual Financial Report.

Assists in the preparation of the annual budget package.

Generates and distributes monthly expenditures reports to Management and department heads.

Maintains various fiscal schedules and conducts quantitative analysis of fiscal data.

Assists with the review of recorded transactions for accuracy and compliance with budgetary limits.

Assists with the recording of new assets and depreciation schedules.

Assists in maintaining the Capital Improvement Plan.

Allocates cost to proper budgetary accounts. Examples of costs allocated included personnel, insurance, and postage.

Prepares routine and correcting journal entries as requested by the Finance Director.

Conducts special research projects.

**IMPORTANT JOB FUNCTIONS:**

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer

General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited college or university in Accounting, Finance, or a related field with a minimum of 24 hours in accounting courses; and,

Two to three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principles, procedures and practices of accounting.

Recordkeeping, report preparation, filing methods and records management techniques.

Standard business arithmetic, including percentages and decimals.

Department organization, standard operating guidelines and policies, rules, and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

Implementing knowledge of recordkeeping and accounting practices.

Performing bank reconciliations.

Assisting in preparation of journal entries.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using mathematics.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

**Mental and Physical Abilities:**

Ability to carry out assignments requiring the obtaining of facts, organization of material, evaluation of data obtained and preparation of recommendations thereon.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to write routine reports and correspondences.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to operate required office equipment including calculators, personal computer hardware and software.

Ability to maintain effective working relationships with city officials and the general public.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities. While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; speak and hear; lift and/or move up to 10 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

file: Finance-Budget Specialist

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.