FISCAL SYSTEMS SPECIALIST (1555)

TASK LIST – 2023

1. Integrates the computer-based financial system of the Controller's Office and other City departments with supportive data processing activities of the Information Technology Agency in order to keep the city's financial records and financial statements.

2. Studies, validates, tests, and evaluates reports supporting new financial systems, such as appropriation detail reports, in order to protect the integrity of the business process and accuracy of reporting.

3. Determines the need for new systems, changes or updating of existing systems, and develops the systems, such as 1099 reporting method in the Financial Management System and integrating payroll processes into Workday in order to enhance the integrity of business processes.

4. Develops and revises methods, procedures, control forms and input data, and enforces Citywide standards for data security and internal control safeguards, in order to establish an adequate system of internal audit control and risk management.

5. Audits financial systems such as the Financial Management System, LATAX, bond redemption and interest, retirement, payroll, mileage, check reconciliation, and revenue in order to safeguard the city's automated financial systems.

6. Directs or assists in drafting or revising data processing procedures, and assists in developing departmental computer support applications such as the cost allocation plans and the distribution of revenues to improve the usefulness of data processed by City departments.

7. Trains others to use and interpret systems reports such as system assurance report, and workflow and access reports, in order to monitor systems and to gather and test information.

8. Reviews input and output data in fund recording in order to ensure accuracy, reliability and completeness of information.

9. Analyzes complex financial, operating and other statistical data, such as revenue and expense and appropriation reports, using algorithms and computer-based financial systems, such as FMS and InfoAdvantage, in order to generate financial statements or generate other reports for management.

10. Prepares documentation including user manuals and written procedures, and conducts training for conversion to a new system or for existing systems, such as the FMS upgrade, in order to ensure end users can utilize the systems effectively.

11. Supervises and assigns the work of personnel in the proper procedures and techniques of financial operations, such as reviewing databases and extracting reports, overseeing daily operations of job control.

12. Fulfills supervisory equal employment opportunities responsibilities and informs employees of their rights.

13. Applies supervisory principles and practices such as selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates.

14. Assists employees in preparing for promotional opportunities as described in the City's EEO policies.

15. Participates in training sessions in order to meet technological changes or emergencies.