



City of Irving Job Description

Financial Security Administrator

FLSA Status:	EXEMPT	Job Department:	Financial Services
Job Code:	F161	Reports To (Job Title):	Accounting Manager

PURPOSE

Manages user security access roles and workflows in City's Financial System. Provides technical expertise and functional supervision to departments regarding financial system, fixed asset system, excel and access database reports, and department website. Provides guidance and functional supervision to multiple departments to support accurate financial information for capital asset reporting. Accesses financial information (utilizing software) for reporting and analysis purposes. Serves as the point of contact in developing ad hoc queries and reports for city department use.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Responsible for processing user access requests, ensuring integrity/accuracy of identity data and requiring access to be removed when individuals leave or change job functions.
- Work with departments to define role-based access controls (RBAC) to ensure appropriate segregation of duties.
- Serve as a subject matter expert on financial system applications, permissions and access.
- Participate in the evaluation and development of security policies and procedures.
- Take lead in department's system updates and conversions.
- Oversee city-wide financial system tables, data, user access and approval queues.
- Lead in financial modeling development and interpretation
- Provide functional supervision with excel spreadsheets and access database reports.
- Prepare monthly financial report (for all funds) for Accounting Manager before review and distribution to Management and Council.
- Prepare annual trend analysis for General Fund (and other funds as needed) as part of monthly financial report.
- Manage the fixed asset subsystem and reconcile to financial system.
- Run annual fixed asset depreciation and reconcile to financial system.
- Maintain capital outlay detail and reconciles to fixed asset balances.
- Prepare year-end capital asset walk-forwards.
- Maintain the Financial Services Department web page and submits recommended updates.
- Update monthly financial information on departmental web page for State of Texas Transparency Program.
- Develop complex ad hoc reports from financial system to assist in analyzing financial information.
- Assist in streamlining financial reporting using ad hoc queries.
- Prepare year-end audit schedules for fixed assets.
- Prepare year-end Capital Project Fund financial statements for Comprehensive Annual Financial Report (CAFR).

- Prepare Statistical Section of CAFR.
- Prepare CAFR note disclosures for capital assets and leases.
- Reconcile miscellaneous receivable subsystem to financial system and conduct complex analysis to estimate the allowance for doubtful account at year end.
- Conduct complex analysis for Court Receivable judgements to estimate the allowance for doubtful account at year end.
- Run reports at year end to compute 60 day accruals for miscellaneous receive, court receivable and red light traffic.
- Complete financial system year-end process such as budget and encumbrance rolls.
- Run a journal voucher ad hoc report and reconcile to financial system to be used by external auditors for sample testing.
- Assist in formulating unit's financial policies and procedures.

OTHER DUTIES AND RESPONSIBILITIES

- Conduct annual physical inventory of fixed assets.
- Prepare journal vouchers as needed
- Approve journal vouchers as needed
- Approve wires as needed
- Complete Red Light Traffic monthly reconciliation and year-end accruals as needed
- Prepare TIF monthly financial reports for TIF Board as needed
- Reconcile TIF monthly bank statement as needed
- Reconcile Wells Fargo Convention Center Complex Escrow bank accounts as needed
- Perform other accounting duties as needed

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1100 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Maintains the City's fixed asset system which has a net asset value of \$1.2 billion. Updates employer insurance premium model (monthly) and post additional available budget to Self-Insurance Fund to cover insurance claims. Annual amount is \$2 million.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Bachelor's degree in Accounting, Finance, Information Technology or a related field

EXPERIENCE

- Three (3) years related experience in accounting, information technology or finance with strong knowledge in financial system tables, Access database and Excel spread sheets.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.

KNOWLEDGE OF

- Accounting: Principal and practices including internal controls, cash management, general ledger, accounts payable, accounts receivable and fixed assets.
- Office software: Advanced understanding of database and spreadsheet software and basic understanding of word processing and presentation software used by City.
- Financial Systems: Understanding of data tables and system controls.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.
- English language: The structure and content of the English language, including the meaning of words and grammar.
- Applied Math: Concepts such as fractions, percentages, ratios and proportions.
- Office System: Administrative and clerical procedures and systems such as word processing and filing and records management system.

SKILLS AND ABILITIES IN

- Analysis: Taking data and understanding the information provided.
- Basic Math: Adding, subtracting, multiplying or dividing quickly.
- Technical (Software/ERP): Accessing financial information using database software and exporting data to spreadsheets for reporting and analysis purposes.
- Accuracy: Paying attention to detail in dealing with numbers, words, documents, and ideas.
- High-Level Communication: Communicating with all levels of the City.
- Teaching: Conveying concepts and confirming comprehension by listener.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Mechanical/Technical: Safely operating diverse office equipment, especially computers, copiers, fax machines, calculators and telephones.
- Service Orientation: Actively looking for ways to help provide.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Typing: Accurately enter information using computer keyboard.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Written expression: Communicating information and ideas in writing such as routine reports and correspondence, so others will understand.

- Reading comprehension: Reading and interpreting documents.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Self-Management: Working independently and with minimal supervision.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Daily with all departments relating to financial system and fixed assets. External Auditors during audit time (Sept – Jan) – providing various reports and fixed asset information. Consultants needing downloads from financial system for conducting different analytics.

EQUIPMENT AND PROPERTY

Computer/laptop, access to printer, access to MS office software, calculator, access to City network.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to listen, see, sit, and talk. Occasionally, s/he is required to vehicle and lift up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment usually is Low.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.