

Risk Manager – City of Chesapeake

1 Vacancies

\$39,581 – \$ 52,445 annual salary [depending on qualifications]

JOB DESCRIPTION

The **City of Chesapeake Finance Department** is currently accepting applications for **one (1)** full-time Finance Specialist - Administrative Coordinator/Data Analyst position.

Job Summary- Finance Specialist - Administrative Coordinator/Data Analyst (Position# 202265P)- City Hall Building

**Do you have a passion for being involved in financial operations for a city municipality?
Do you love working with numbers, finding solutions and have a niche for customer service?
Then we are looking for you to join our Finance Department family!**

Some exciting aspects of the position include:

- Support for the City-wide Finance Department, primarily to the Finance Director and financial operations of the Finance Department including research, training, appointment coordination, document logistics and follow ups and a wide range of special projects that include identifying existing and potential problems and evaluating successful and unsuccessful solutions.
 - The areas supported include – Finance Administration, Debt and Strategic Financial Planning, Accounting and Financial Reporting, Risk Management, Accounts Payable and Payroll. As the person is often the first point of contact for many internal and external customers it is imperative that a general knowledge of the operations of the entire department is developed and maintained.
- Assignments from management may include various analytical studies and projects requiring research; compiling, reviewing, analyzing and summarizing data pulled from various systems and sources. These assignments must be undertaken so as to ensure completeness and accuracy in collaboration with management in order to provide recommendations to assist with management analysis, mandated reporting, city-wide benefit administration and decision-making.

Supports the entire Finance Department with regard to

- Contract administration
- Budget development, monitoring and projections
- Liaison with HR, IT, Procurement to maintain department needs, including -
 - Department purchasing, receiving and vouchering
 - Payroll and HR – onboarding new employees, payroll, timekeeping, etc.
 - Serve as back-up to Kronos Dimensions Business Application Specialist
 - In conjunction with IT arranges system access; pro-actively identifies potential problems or inefficiencies, researches & formulates solutions; provides training and implements plans either independently or in coordination with the affected division.
- Identifies areas of potential improvement and recommends solutions
- Recording Secretary for Finance Board of the OPEB Trust

Coordinates department-wide activities and keeps Director and staff informed of matters requiring attention or celebration!

Just in case you didn't know, the City of Chesapeake has great benefits such as:

- **Medical**
- **Prescription benefits**
- **Retirement**
- **Paid Time Off (PTO)**
- **Paid holidays**
- **Employee Assistance Program (EAP)**
- **Legal Resources,**
- **Wellness program and so much more!**

REQUIRED QUALIFICATIONS

VOCATIONAL/EDUCATIONAL REQUIREMENT:

Requires any combination of education and experience equivalent to a bachelor's degree in Business Administration, Accounting, Finance, or closely related field.

EXPERIENCE REQUIREMENT:

In addition to the vocational/educational requirements above, this job class requires at least one year of relevant experience with demonstrated skills in data analysis, problem-solving, research, and coordination.

SPECIAL CERTIFICATIONS AND LICENSES:

None.

SPECIAL REQUIREMENTS:

Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

PREFERRED QUALIFICATIONS

BS degree in business administration, public administration, management information systems, finance, accounting, or a closely related field.

3-5 year experience encompassing the following areas

- General understanding of City or Corporate Finance and Accounting
- Experience with a variety of ad hoc analyses.
- Budget development and monitoring for department
- Excellent customer service skills
- Administrator/Executive Assistant experience

Job Open Date: 3/4/22

Job Close Date: Open until Filled

Applications may be submitted by visiting the Chesapeake's employment opportunities website at:

<https://jobs.cityofchesapeake.net/postings/6556>