

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Fiscal Officer II

**CLASS CODE:** 1493

#### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification are responsible for developing procedures to ensure regulatory mandates are implemented and executed. Manage the city's debt service for all non-enterprise fund bond issues, lease purchase agreements, and other debt instruments, manage all airport trustee accounts, and participate in all processes and procedures to support debt issuance. Participate in economic development and Tax Increment Financing (TIF) projects.

#### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level professional classification in the Fiscal Series – Fiscal Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex to complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include debt service management, regulatory mandates, and economic development and revenue enhancements.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

#### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Facilitates the implementation of new regulatory mandates from the federal, state, and local regulatory boards.

Responds to arbitrage inquiries and reconciles discrepancies.

Responds to state agencies and facilitates responses for various inquiries from the Board of Public Service, Board of Aldermen, municipal surveys, etc.

Assists with any bond issues, lease purchase agreements, and other debt instruments.

Facilitates the set up and maintenance of general ledger accounts for outstanding debts.

Makes debt service payments and prepares wire transfers and journal entries.

Monitors investment earnings, expenditures, and transfers on trustee accounts.

Monitors trustee account activities to ensure compliance with ordinances and indentures.

Coordinates with bond counsel to ensure compliance for the protection of the City and bondholders and all other involved parties.

Manages airport trustee accounts by reviewing bond documents, and verifying documentation account transaction to update accounts.

Facilitates reconciliation of bank statements for all non-enterprise outstanding debt and reconciles airport accounts to the general ledger on a monthly basis to resolve any discrepancies.

Serves as TIF liaison for the establishment of all proposed TIF developments including review by outside counsel, financial advisor, etc., and securing development documents.

Facilitates the analysis and compilation of statistics and financials for proposed developments under review.

Develops summary reports for economic development selection committees.

Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:**

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, calculator, and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, decimals, discounts, and interest.

**Functional Reasoning:**

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds, such as books, binders, and boxes.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of shapes, sounds and textures associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.