

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Asset Manager I

**CLASS CODE:** 1485

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

Incumbents in this classification manage various special financial projects and make recommendations to improve financial reporting and strengthen controls.

#### **DISTINGUISHING CHARACTERISTICS:**

This is a journey-level professional classification in the Fiscal Series – Financial Management Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the management of various financial projects for the department.

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.)***

Manages entire process of assigned financial projects, including special projects.

Analyzes key financial procedures and makes recommendations for improvement; documents findings and suggestions.

Handles the full reconciliation of all fund types including the Development fund, DEA fund and others.

Ensures timely reimbursement of outstanding grants; manages the payroll process to ensure timely and accurate timesheets are submitted.

Reviews various reports for accuracy and distributes according to schedule.

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 personal computer, calculator and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as invoices, bank statements, requisitions, progress reports, FAA regulations and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; ability to utilize principles of statistical inference.

**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 to ten pounds, such as boxes of files.

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 colors, shapes and sounds associated with job-related objects, materials and tasks, such as working with various agencies in performing audits.

**EDUCATION AND EXPERIENCE STATEMENT:**

Bachelor's degree in Business, Accounting or Finance with three years accounting experience including financial and asset management or any combination of education and experience that provides equivalent knowledge, skills and abilities.

**SPECIAL REQUIREMENTS:**

None.

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.