



City of Philadelphia

Division of Technology

Job Title:	IT Financial Manager
Reports To:	Chief Administrative Officer (CAO)
Unit:	Office of the CTO
Eligibility:	Current and former City employees only
Contact:	Chris.Donato@phila.gov

Summary

Under the direction of the Chief Administrative Officer and the agency department head, this employee will assist with the overall responsibility for the financial review and budgeting process for IT related budget items for the Division of Technology's Information Technology Division and other various City departments. This position requires the ability to strategize and plan the financial resources in a manner that is consistent with the goals of DOT as it carries out the Mayor's vision for improving technology across the City. Salary is commensurate with the education and qualifications of the successful candidate.

Responsibility

- Analyze the IT related budget items for DOT's Information Technology Division, and possibly various city departments, to direct financial strategy around citywide programs and initiatives.
- Evaluation of vendor proposals in the contracting process to ensure scope of work and cost estimates are associated with the corresponding budgeted line items.
- Oversee portions of other department financial operations including vendor relations and payment processes.
- Review and monitor DOT's Information Technology Division's IT spending and prepare periodic reports.
- Conduct a variety of special or recurring studies of fiscal and related operations.
- Recommend solutions to various issues when fiscal constraints must be adhered to in order to meet the original intent of the scope of work within budget. May include meeting with appropriate officials to discuss proposals, consider alternatives or modifications, and resolve problems.
- Performs related work as required.

Ability To:

- Analyze and comprehend organizational and procedural problems and make recommendations related to budgetary requirements.
- Express ideas effectively, both orally and writing.
- Enlist the cooperation of officials to implement policy and procedural changes.
- Establish and maintain effective working relationships with associates, administrative officials, departmental officials and vendors.
- Analyze and resolve complex budgetary problems and make sound recommendations consistent with budgetary principles and departmental policies.
- Exercise judgment and discretion in applying and interpreting policies and procedures consistent with overall policy and objectives.
- Identify and evaluate significant trends in revenue and make budgetary recommendations



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Knowledge Of:

- The principles and practices of both capital and operating budget formulation, evaluation, and administration including the execution of guidelines for the use of both capital and operating funds..
- The principles and practices of budget administration as applied to the analysis of budgetary objectives and procedures.
- The principles of finance as applied to the preparation and control of operating and capital budgets.
- Principles and practices of administrative analysis and managerial operations.
- Principles and practices of administrative organization and management and their application in resolving a variety of operational and administrative problems.
- Principles and practices of revenue forecasting.

Education and Experience

EDUCATION

Completion of a bachelor's degree program at an accredited college or university with major course work in public administration, finance, economics, accounting, business administration, or related field.

EXPERIENCE/SKILL

- Minimum of 3 years budget/fiscal/accounting experience, preferably within the City of Philadelphia.
- Expertise in the City's Automated Contract Information System (ACIS), Microsoft Office Suite, ADPICS and FAMIS is required.
- Attention to detail is critical in order to prepare and interpret a variety of financial and budgetary reports and statements.
- Candidate must be comfortable with basic Information Technology issues.

An equivalent combination of education and experience deemed acceptable by the Chief Administrative Officer and/or the agency department head will also be considered.