

Administrative Specialist - 301

Financial Management

Staff – Effective execution of project/Program budget is demonstrated by:

- Participation in budget planning by providing accurate information regarding resources needed to provide quality services.
- Utilization of financial Information Technology tools to manage expenses prudently and reduce waste.
- Periodical reconciliations of transactions for the purpose of risk management; recommendations made for corrective action if necessary.
- Information provided for data calls meets requirements for deadlines and accuracy.

Manager – Effective management of project/Program budget is demonstrated by:

- Projection of resources needed for the fiscal year by identifying strategic project/Program priorities.
- Facilitation of the IC's budget planning process by communicating and advocating resource needs to Management.
- Optimization of financial efficiencies by utilizing Information Technology to monitor transactions and analyzing performance.
- Budgets maintained within stated allocations.
- Management of financial risk by implementing management controls; oversees appropriate internal audits and takes necessary corrective action.
- Assurance of the timeliness and accuracy of responses to data calls.