

FINANCE SERVICES SUPERVISOR

DEFINITION

Under direction, plans, coordinates, implements and maintains city-wide and departmental accounting and financial services; manages transaction systems of the Finance Department including supervision of Finance Department staff; develops and standardizes procedures and methods used by the department and monitors the efficiency and effectiveness of assigned programs; participates in departmental planning activities to improve organizational productivity and customer service, and fosters cooperative working relationships among City departments; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or designee. Exercises direct supervision over assigned professional, technical and support staff.

CLASS CHARACTERISTICS

The Finance Supervisor is a single-position supervisory classification in which incumbents are expected to independently perform the full scope of assigned duties. The incumbent is primarily responsible for supervising the work of a group of subordinate professional, technical, and administrative support staff. The incumbent performs advanced, difficult, and complex professional-level government accounting duties; and assume responsibility for quality control/improvement. The work requires a high level of accountability, judgement, and decision-making, and the incumbent must frequently present strategies and recommendations that are without precedent or an established process. Successful performance of the work requires extensive professional experience as well as the ability to coordinate assigned functions with those of other departments or outside agencies.

ESSENTIAL POSITION FUNCTIONS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

- Plan, supervise, and oversee the daily operations, functions, and activities of the Finance Department staff, including accounting, accounts payable, payroll, accounts receivable, billing and collections, debt, general ledger reporting, and grants.
- Participate in the development of goals, policies, procedures, and performance standards for the Finance Department.
- Hire, train, or oversee training, assign, and review work; establish work schedules, initiate corrective and/or disciplinary action; respond to grievances; initiate termination.
- Serve as the City's technical resource in accounting, auditing, and automated financial reporting systems.

- Review legislation, regulations, and case law to determine effect on operations; provide information to City departments regarding financial policies and procedures; interpret policies and procedures for departments.
- Monitor State and Federal regulations to ensure compliance in the accounting for, and auditing of, funds from external sources.
- Participate in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters; monitors financial procedures of all City departments, including internal audits and checks and balances; ensures necessary corrective actions are taken.
- Receive, investigate, and respond to difficult and sensitive problems and complaints related to area of assignment in a professional manner; identifies and reports findings and takes necessary corrective action.
- Maintain and reconcile a variety of ledgers, reports, and accounting records; examines accounting transactions to ensure accuracy; approves journal vouchers to post transactions to accounting records; performs month-end, quarter-end, and fiscal year-end accounting system processing.
- Plan and oversee the accurate calculation and production of the City's biweekly payroll in accordance with applicable laws, regulations, policies, procedures, and best practices; resolves the more complex and difficult payroll issues and discrepancies, and handles nonroutine inquiries related to payroll practices, processing, documents, and records.
- Monitors and maintains bank balances and prepares transfers as needed for signature and execution.
- Consults with and assists external auditors in the auditing and preparation of annual financial statements.
- Perform related assignments as necessary.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced principles and practices related to public finance administration, budgeting, auditing, and reconciliation, and municipal taxation and revenue management.
- Advanced principles and practices of financial and account document processing and recordkeeping, including payroll, accounts receivable, accounts payable, journal/ledger preparation, and reconciliation.
- Financial statement preparation, auditing, basic billing, and collection procedures.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Pertinent local, State and Federal rules, regulations, codes, and laws.
- Advanced methods and research techniques related to preparing comprehensive financial and administrative reports, and general business correspondence.
- Modern office practices, methods, and equipment including a computer and applicable software.
- Principles and practices of supervision, training, and personnel management.

Ability to:

- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of financial statements, reports, and analyses.
- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Supervise, coordinate, and oversee unit activities.
- Supervise, coordinate, and perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Follow written and oral directions; communicate clearly and concisely, both orally and in writing.
- Maintain effective working relationships.

EDUCATION, TRAINING AND EXPERIENCE**Education/Experience:**

- Equivalent to a Bachelor's Degree from an accredited college or university in Accounting, Economics, Finance, Business Administration, or a related field.
- Four (4) years of progressively responsible related experience in finance administration, including two (2) years of supervisory responsibility over clerical and professional accounting staff. Related education in excess of the required level may be substituted for up to one year of the required experience but may not be substituted for the required supervisory experience.

License or Certificates

- Possession of, or ability to obtain, a class C California driver's license.