

FINANCE SUPERVISOR

DEFINITION

Under general direction, Finance Supervisors plan, organize, supervise and participate in the activities of a Finance Department function such as payroll, purchasing, accounts payable, accounts receivable, account reconciliation, business tax, and/or other revenue functions, depending upon which functions they are assigned.

DISTINGUISHING CHARACTERISTICS

This advanced journey-level classification is characterized by the responsibility to perform and oversee the performance of the most complex and technical activities in various sections of the Finance Department and to supervise, direct and participate in the activities of section staff. These working supervisors will be expected to provide resources, system support and serve as a supervisor providing oversight to division employees. In addition, Finance Supervisors are often the chief point of contact for outside department business managers and key management and supervisory employees to whom the Finance Department provides service.

SUPERVISION RECEIVED

General direction is provided by the Director of Finance or other designee as assigned.

SUPERVISION EXERCISED

Responsibilities include direct and indirect supervision of technical, paraprofessional and administrative clerical personnel.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Plans, organizes, supervises and assigns the work of a section of fiscal clerical and/or technical staff.

Determines assignments of functional responsibilities and individual duties.

Establishes measurable performance standards.

Provides feedback, coaching and counseling to encourage satisfactory performance.

Prepares, discusses and monitors specific work improvement plans.

Trains staff in new/changed policies and procedures.

ESSENTIAL DUTIES (continued)

Evaluates operational performance of assigned section.

Resolves all discrepancies with both internal and external customer base.

Directs and participates in the review of requests for payment and expense claims in Accounts Payable function and/or establishes payroll records for employee compensation in the Payroll function and/or reviews purchases of supplies, materials, equipment and services for all City departments in the Purchasing function.

Reviews and analyzes contracts for payment agreements in the Accounts Payable function and/or reviews and approves requisitions, purchase orders, department initiated purchases, emergency purchases, and annual purchase orders/contract renewals in the Purchasing function.

Processes state and use tax payments, assists auditors with fiscal audit and stop payments and voids in the Accounts Payable function.

Designs, implements, monitors, updates purchasing forms, programs, procedures and systems in the Purchasing function and billing systems in the Revenue function.

Maintains and updates retiree benefit payments and vendor listings in the Accounts Payable function; employee master records in the Payroll function and bidder's list in the Purchasing function.

Prints and validates checks for both the Accounts Payable and Payroll functions.

Receives, evaluates and awards Requests for Proposals in the Purchasing function.

Prepares sales tax payments in the Accounts Payable function.

Collects, records and balances documentation submitted for payroll processing in the Payroll function.

Performs specialized contract administration for assigned projects, including specification development and preparation in the Purchasing function.

Plans, organizes, directs and enforces the activities of the business tax in the Revenue function.

Researches and recommends revenue enhancement strategies in the Revenue function.

Manages and participates in the collection and processing of City revenue and billings in the Revenue function.

ESSENTIAL DUTIES (continued)

Develops and oversees implementation of inter- and intra-departmental financial control systems and procedures.

Directs and supports the maintenance of finance transaction records, verification of bank statements and transportation and delivery of City money in the Revenue function.

Oversees central cashiering and the collection of business taxes in the Revenue function.

Leads support staff in the development of new/changed automated systems.

Ensures cash receipts and Accounts Receivable balance to general ledger in the Revenue function.

Monitors delinquent payments and oversees collection procedures and administers parking citations processing in the Revenue function.

OTHER JOB RELATED DUTIES

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of finance in a public agency setting which may include, accounts payable, accounts receivable, payroll, purchasing and revenue.

Methodology, practices and terminology used in financial management information systems.

Principles and practices of bookkeeping and/or accounting and/or purchasing.

Business mathematics.

Standard office practices and procedures.

Specification writing.

Federal and state laws and regulations regarding payroll administration, purchasing, and/or revenue.

Ability to:

Plan, organize, supervise and participate in the activities as related to the various sections of the Finance Department.

Analyze financial records.

Prepare and process accounts payable transactions.

Coordinate, review, and evaluate all areas of a comprehensive financial section program.

Read, interpret, apply and teach complex written materials, policies and procedures.

Efficiently operate a variety of office machines including data terminal, personal computer, calculator and adding machine.

Learn and understand mainframe computer applications and all newly employed financial or budget systems.

Communicate clearly and concisely, orally, and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years experience in accounting, finance, or administrative managerial work, including one year in a lead capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business administration, accounting, public administration or a closely related field.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One Year

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APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt