



Position Description

FINANCIAL SERVICES SUPERVISOR

DEFINITION

Under the general supervision of the Financial Services Manager and Finance Director, performs technical and administrative analytical work including budgeting, purchasing, and maintaining the fiscal records and systems of the City. Assists in the oversight of the Department's revenue collections operations including utility billing, cashing and accounts receivable, and business taxes. This position is designated as a Fair Labor Standards Act (FLSA) exempt position.

SUPERVISION RECEIVED

Works under general supervision of the Financial Services Manager and Finance Director.

SUPERVISION EXERCISED

May supervise clerical accounting and customer service representative staff, or other part-time or temporary staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

Coordinates and assists the City's annual budget preparation process including preparation of accounting and personnel reports, document compilation and analysis, and data management.

Supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Participates in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Reviews and evaluates programs and services to determine how well they meet the legislative intent of the City.

Researches grant programs; prepares grant applications. Conducts operational effectiveness reviews and/or management audits to ensure functional or project

systems are applied and functioning as designed and/or in compliance with established procedures.

Performs periodic review and audit of internal controls and develops or updates functional or operational policies and manuals outlining established methods of performing work in accordance with organizational policy and best practice.

Makes presentations to and communicates with senior management, boards, commissions, civic groups and the general public; represents City and department at external activities. Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Conducts surveys and performs research and statistical analyses; compiles and analyzes data; prepares summary reports; makes recommendations based on information gathered; designs financial forms, spreadsheets, and worksheets.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Prepares a variety of analytical studies, reports and related information for decision-making purposes. Supports preparation of the City's financial statements and other mandated financial reports. Prepares financial reports on water, sewer revenue and expenses; may reconcile bank statements. Prepares monthly financial reports for various users.

Assists in the operation and maintenance of the City's central financial management software. Participates in the coordination of assigned accounting activities with those of other City departments, divisions, and outside agencies as appropriate.

Supervises, prepares and maintains accounting ledgers and may process journal entries, vouchers, and other supporting financial data; may perform other duties as assigned.

PERIPHERAL DUTIES

May review purchase requisitions to ensure accuracy and compliance with the budget, policies, and procedures. Establishes purchase orders, agreements, and other contracts meeting the best interests of the City. Draft correspondence to answer inquiries.

Reviews and keeps current on new laws and regulations affecting the organization.

Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.

Attends seminars and workshops related to administrative duties and responsibilities.

Serves as a member of various employee committees.

MINIMUM QUALIFICATIONS

Knowledge of:

Current governmental accounting theory; fund accounting and budgeting principles, and practices, auditing theory and practices, internal control procedures, and bookkeeping and accounting procedures and systems including computer applications principles and practices of government finance and enterprise fund finance, budgeting and accounting; principles and practices of current public administration, office practices, procedures, methods and equipment; research techniques, problem solving methods and techniques, sources of information and availability of information and report preparation and presentation; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of budget preparation, analysis, monitoring and expenditure control.

Ability to:

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing; establish and maintain effective working relationships with employees, City officials, vendors and the public; operate listed tools and equipment; supervise customer service representative staff and resolve customer complaints and disputes; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration or a closely related field, and four (4) years of progressively responsible professional accounting and/or finance

experience including two (2) years of administrative and supervisory experience. Public agency experience and a master's degree in finance, accounting, public or business administration or a CPA is highly desirable.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California drivers license.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and database software including accounting and financial software, 10-key calculator, calculator, phone, copy machine, fax machine, and vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Employee must maintain physical condition appropriate to performance of job duties, which may include sitting for long periods of time and operating assigned office equipment, and maintain stamina to attend and participate in evening meetings as assigned.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES AND GENERAL INFORMATION

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Resolution Number: 2012-73

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