



JOB DESCRIPTION

Finance Supervisor

Date Prepared: July, 2014

SUMMARY: Under limited supervision, plans, organizes, coordinates, and supervises staff engaged in various financial activities of the City; and performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Plan, organize, coordinate, and direct subordinate staff in the daily operations of various finance activities including, but not limited to, accounts payable, utility billing, cash receipts, and customer service.
- Review and approve work of subordinate staff.
- Develop and implement policies and procedures.
- Perform financial system functions including entering user-defined codes and settings, inputting and posting transactions, importing third-party system files, initiating and verifying system processes, researching data and processing reports.
- Initiate support cases and work with system support representatives to resolve financial system issues.
- Reconcile general ledger accounts and subsidiary ledgers.
- Prepare and enter journal entries.
- Track, reconcile, and submit payments of various taxes and fees, process reports, files, and returns due to state and federal government agencies.
- Resolve banking issues related to assigned finance functions.
- Prepare year-end entries, reconciliations, and reports; work with external auditors.
- Retrieve and prepare documents for response to public records requests.
- Investigate, resolve, address, and/or respond to issues, complaints or inquiries from external entities or within the City; respond to requests for service or assistance; coordinate activities with other City departments.
- Provide staff with tactical and strategic direction.
- Supervise subordinate staff; set work priorities; create work schedules; provide training; conduct performance evaluations; reward and/or discipline employees.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma OR GED equivalent; Associate's degree in Accounting, Finance or a closely related field; AND five years government accounting experience, including three years of supervisory experience; OR an equivalent combination of education, training, and experience. A bachelor's degree in Accounting or Finance is desirable.

Knowledge of:

- City policies, procedures, and Municipal Code.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of government accounting.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:

- Using initiative, discretion, and judgment within established procedures guidelines and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying city, state and federal policies, laws and regulations.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Using patience, tact, and courtesy in dealing with the public; working harmoniously with departmental personnel.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

Possession of a valid California Class "C" Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.