



Fiscal Services Supervisor

SUMMARY

Under general direction, performs supervisory and administrative support work involving planning, organizing and coordinating the tasks of a fiscal support staff performing specialized tasks relating to the examination, reconciliation and recording of fiscal, financial and statistical records; coordinates workflow and assists with and reviews work procedures, assures quality of work products and adheres to timelines; resolves questions and issues regarding policies and procedures for subordinates and serves as authoritative source on regulations, rules and interpretation of policies; performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance. Exercises general supervision over assigned fiscal staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Supervises the work of assigned staff. Evaluates work performance, prepares and signs performance evaluations. Participates in personnel decisions including hiring and disciplinary actions and assists in resolving employee grievances; approves leave requests.
- Plans organizes, schedules and assigns the day-to-day fiscal support operations of the office; established work sequences, priorities, deadlines, and work standards; estimates supply, staff and equipment requirements.
- Identifies training needs and plans training programs; may develop training curricula and prepare training materials.
- Reviews work products prepared and processed by assigned staff for accuracy and compliance with Town policy.
- Assists in developing, revising and implementing new or revised procedures, forms and office systems; coordinates clerical services with other departmental operations; implements fiscal controls as recommended by annual audits or as directed by management.
- Maintains records of workload and personnel information; prepares operational, narrative, and statistical reports.
- Interprets regulations, procedure and contractual or other legal requirements to determine the appropriate procedure; handles unusual or difficult problems referred by subordinates.
- Prepares or supervises the preparation of complex financial or fiscal records, statements and transactions involving a variety of items in different forms and requiring the examination of

essentially dissimilar accounting details and substantially different types of supporting documents.

- Maintains ledgers, journals, logs, files and other accounting or fiscal records; sets up, extracts, posts, adjusts and reconciles entries to centralized accounting records; classifies and codes accounting transactions.
- Supervises the preparation of, or processing of financial records, transactions, and statements; functions as an authoritative source of information on regulations, rules, department policy and guidelines; updates knowledge through reading, training, meetings, or briefings.
- Supervises the preparation of fiscal and statistical reports; performs research to resolve errors or identify discrepancies. Prepares reports on the status of accounts, contracts, grants, fee receipts, entitlements and reimbursement programs, accounts receivable, accounts payable, and trust accounts.
- Operates a variety of office equipment to enter and retrieve data and produce or process materials, including correspondence, memoranda, reports, numerical data, requisitions, and statements.
- Composes correspondence and compiles information for reports, budget justifications, special projects and studies; prepares manuals on office procedures and instructs clerical staff in their use; projects budget, equipment and staff needs.
- Conducts special studies relating to the development and implementation of office fiscal operations, policies and procedures.
- Updates staff of changes in laws and procedures and ensures compliance.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory-level position in the Finance Department. The incumbent is responsible for the workflow coordination and supervision of a fiscal support staff performing specialized tasks relating to the examination, reconciliation and recording of fiscal, financial, and statistical records. The incumbent performs a variety of customer service, analysis of accounts and revenue, record keeping, reconciliation, and financial report preparation activities. Responsibilities regularly include the use of one or more automated systems, although some manual processing may be required.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, or a related field, and four (4) years experience reviewing, reconciling, and maintaining fiscal account records, including one (1) year supervisory experience.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Knowledge of:

- Town 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 and budgeting.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Ability to:

- Organize, implement, and direct professional accounting and financial analysis activities.
- Use initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Define problems, establish facts, and draw valid conclusions.
- Manage situations require diplomacy, fairness, firmness, and sound judgment.
- Interpret and apply Town, state, and federal policies, laws and regulations.
- Supervise staff, delegate tasks and authority, and evaluate staff performance.
- Build effective teams and provide efficient customer service.
- Communicate effectively, both verbally and in writing.
- Operate a personal computer and various software applications.
- Establish and maintain effective working relationships with those contacted in the course of work, including Town and other government officials, community groups, and the general public.
- Apply safe work practices.

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.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*