



EMPLOYMENT OPPORTUNITY

Fiscal Services Supervisor

Salary: \$6,051 - \$8,550 Monthly
Job Type: Full-Time, Exempt
Department: Finance
Benefits: Benefits Eligible

The Position

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.

Job Functions

- 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.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required: 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:

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

Selection Process

A completed Town employment application is required by the close of recruitment, on **Tuesday, February 14th, 2023, at 5:30pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.