



FINANCIAL OPERATIONS SUPERVISOR

DEFINITION

Under general direction, supervises and coordinates accounts payable, payroll, cashiering, accounts receivable and utility billing functions; oversees and performs difficult and complex accounting work and assists with preparation of financial statements, budgets, analyses and reports; may serve as Acting Deputy Administrative Services Director in his/her absence.

SUPERVISION EXERCISED

Supervises subordinate clerical, accounting and paraprofessional staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public and staff, both in person and over the phone, providing fiscal information and explaining procedures.

Supervise, train and evaluate subordinate staff providing technical guidance in utility billing, accounts receivable, accounts payable, payroll, cashiering and accounting.

Assist in the implementation of the City's fiscal management program including budget monitoring, forecasting, revenue collection, accounting, financial reporting and auditing.

Participate in the development of department goals, objectives, policies and procedures; recommend and implement changes in accounting system and procedures.

Plan, direct and supervise day-to-day finance activities including payroll, grants, accounts receivable, accounts payable, utility billing, cashiering and records management.

Review accounting and finance systems for efficiency, accuracy, proper recordation and recommend change as needed.

Assist in preparing financial, statistical, budgetary, regulatory, audit and analytical studies and reports; prepare detailed financial statements and verify fund balances.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Principles and practices of general and governmental accounting, budget preparation and monitoring, expenditure control, accounts payable and receivable, cashiering, cash flow and revenue forecasting.

Fiscal record keeping, payroll, cashiering, business license, journal entries, accounts receivable, accounts payable, transient occupancy tax and billing.

Accounting and financial record keeping, principles, procedures and methods and their application to projects and activities.

Principles and practices of payroll administration including Federal and State payroll tax reporting requirements and business license processes and procedures.

Principles and practices of employee supervision, training and evaluation.

Applicable Federal, State and local laws, codes and regulations.

Automated financial management and accounting systems.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone system.

Independently perform the most difficult technical accounting and financial projects and activities and analyze same.

Plan, organize, review the work of and train and supervise subordinate staff.

Respond to questions from the public and staff.

Independently interpret and apply policies, procedures, laws, codes, regulations pertaining to municipal accounting, budgeting and related functions.



Independently research and analyze problems, identify solutions, project impacts of proposed actions and implement recommendations.

Independently interpret and apply accounting principles and procedures to maintain control of records, financial statements and databases; research, collect, compile and analyze information and data.

Apply accounting principles in the maintenance of governmental financial and accounting transactions.

Research, collect, compile and analyze information and data and organize work to meet schedules and timelines.

Prepare, examine and verify financial documents, statements, reports and analyses.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

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

BA/BS in Accounting, Finance, Business Administration or related field and three (3) years increasingly responsible professional experience in municipal accounting and/or budgeting, including one (1) year in a supervisory capacity. CPA and MA/MS highly desirable.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/ A.D.A.

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.



Ability to sit for two hours at a time.

Ability to lift up to 15 pounds.

Ability to climb a footstool or ladder for the purposes of retrieving records.

Ability to get from one location to another in the course of doing business.

