# FINANCE SERVICES SUPERVISOR

### **DEFINITION**

Under general direction to plan, coordinate, and supervise accounts payable, and payroll functions in the City's Finance and General Services Department; to assist the Assistant Director of Finance with the preparation of the annual City budget, financial statements, and reports, and reports required by other government agencies; to perform a variety of advanced and complex professional accounting work; and to perform related work as required.

### MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, coordinating, and supervising the work of staff assigned to accounts payable, and payroll assignments.

#### **EXAMPLES OF DUTIES**

Provides supervision and work coordination for staff assigned to accounts payable, and payroll work; assigns and prioritizes work for other personnel; assists in staff selection and evaluation; provides training and development for assigned personnel; oversees accounts payable functions with emphasis on "payment package" approval and reconciliation of documents for payment; monitors and maintains the urban housing fund; coordinates capitalization of fixed assets for City funds; oversees and performs regular audits of the City payroll to insure the proper entry and accounting for changes; prepares continuous journal vouchers for corrections, changes, and modification of journals; assists with the preparation of complex financial reports required by other government agencies; researches, writes, and implements policies for other Finance and Services Department management staff; prepares specialized financial reports; assists with annual audits conducted by outside auditors; performs a variety of complex, advanced professional accounting work.

#### FINANCE SERVICES SUPERVISOR

#### SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

### **EMPLOYMENT STANDARDS**

## Knowledge of:

- Modern principles, practices, and techniques of financial administration, accounting, auditing, and financial recordkeeping.
- Principles of supervision and training.
- Applicable City, County, State, and Federal laws, codes, and regulations affecting City finance and general service functions.
- Financial statement preparation and financial reporting.
- Financial analysis and research.
- Principles of local government, organization, and financing.
- Budget development, preparation, and administration.
- Research methods and procedures.

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# Ability to:

- Plan, coordinate, and supervise accounts payable, and payroll functions.
- Provide supervision, training, and work evaluation for staff.
- Assist with formulating, implementing, and evaluating finance, accounting, and auditing systems and procedures.
- Assist in the preparation of complex financial statements and reports.
- Prepare a variety of reports and presentations.
- Research, collect, and analyze information related to finance and budgets.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Effectively represent the accounting and payroll functions of the Department with concerned individuals, organizations, and other government agencies.
- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

## FINANCE SERVICES SUPERVISOR

## **EMPLOYMENT STANDARDS - (cont.)**

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

Education: Graduation from an accredited "four" year college or university with major course work in finance, accounting, business administration or closely related field.

Work Background: Three years of progressively responsible and varied professional experience with public finance and accounting functions, preferably including some experience in a supervisory position.

November 1999 (Res. 99-111)