

## **SUPERVISOR, FISCAL SERVICES**

### **DEFINITION**

Under general direction, plans, organizes, and supervises the daily operations and activities related to fiscal services including accounts payable, accounts receivable, payroll, grant fund management, and program financial support; plans, organizes, assigns, supervises, and reviews the work of staff providing support to fiscal services including accounts payable and payroll staff; coordinates, oversees, and participates in the preparation, maintenance, review, and auditing of a variety of financial and statistical records, statements, and reports related to accounts, funds, reconciliations, and payroll; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Executive Director, Internal Business Services. Exercises direct supervision over technical, and administrative staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the fiscal services series that exercises independent judgment on diverse and specialized accounting and payroll functions with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and overseeing day-to-day financial processing, reporting and recordkeeping. Incumbents provide professional level support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*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.*

- Plans, organizes, and manages the daily operations and activities related to fiscal services including accounts payable, accounts receivable, payroll, grant fund management, and program financial support.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Plans, organizes, assigns, supervises, and reviews the work of staff providing support to fiscal services including accounts payable and payroll staff; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary and termination actions; assists in selection and promotion.
- Participates in budget preparation and reporting; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures; posts financial transactions.
- Coordinates, oversees, and participates in the preparation, maintenance, review, and auditing of a variety of financial and statistical records, statements and reports related to accounts, funds, reconciliations, and payroll.
- Reviews, approves, and/or processes payroll entries, including payroll deductions and adjustments;

researches and resolves payroll inquiries and discrepancies; prepares adjusting journal entries as needed.

- Reviews, approves, and/or processes contracts, expense reports, requisitions, invoices, vendor payments, and deposits; researches and resolves inquiries and discrepancies; prepares adjusting journal entries as needed.
- Reviews, approves, and processes grant applications with emphasis on budget components of plan proposals.
- Organizes, directs, and participates in the calculation, posting, auditing and adjustment of journal entries; monitors, evaluates and reconciles designated accounts and funds; ensures accurate accounting of funds including income and expenditures; audits accounts for errors and makes appropriate adjustments; reconciles various fiscal statements; prepares and reviews journal transfers.
- Serves as a fiscal resource and liaison to personnel, outside agencies and others concerning assigned accounting functions; responds to inquiries and provides technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies, and procedures.
- Oversees and participates in the input of a variety of financial and statistical data into the assigned computer system; establishes and maintains automated records and files; generates a variety of computerized reports; ensures accuracy of input and output data.
- Assists with Local Control and Accountability Plan (LCAP) development and reporting related to revenue projections and expenditure analysis.
- Coordinates communications between personnel, governmental agencies, outside organizations and the public to resolve a variety of issues, errors, and discrepancies related to assigned accounting and/or payroll functions including retirement and wage garnishments; coordinates and facilitates related activities and programs as needed.
- Assists in developing and presenting budget and fiscal information in Board meetings.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

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

#### **Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration, business administration, or a related field.

#### **Experience:**

- Four (4) years of fiscal services experience, including public agency payroll and accounting experience.

### **Licenses and Certifications:**

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of governmental payroll, fiscal recordkeeping, and budgeting.

- Accounting, auditing, financial analysis, forecasting, and budget principles and procedures and their application to a variety of accounting transactions and problems.
- Principles, practices and methods related to enterprise resource planning (ERP) technology systems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Analyze and resolving complex payroll and related administrative problems.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare complete and accurate accounting and payroll reports and records, statistical reports, financial reports and other related specialized reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

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 divisional policies and procedures.