



FISCAL SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing technical accounting duties; reviews, analyzes, audits, reconciles, and maintains assigned funds and accounts; prepares, audits, and maintains a variety of manual and automated financial and statistical records, reports, and financial statements; prepares and maintains budgets for assigned funds and accounts; provides complex staff assistance to management in the areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Received general direction from assigned supervisory management personnel. May exercises direct supervision over technical and administrative staff.

CLASS CHARACTERISTICS

This professional and first level supervisory classification exercises independent judgment on diverse and specialized finance and accounting activities 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 providing 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.

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, assigns, supervises, and reviews the work of assigned staff, including reviewing, analyzing, auditing, reconciling, and maintaining assigned funds, budgets, and accounts.
- Trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- 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.
- Monitors fiscal services activities; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Monitors and enforces the District's compliance with federal, state and local laws, regulations, policies and procedures governing general accounting, budgeting, payroll, taxes, and related activities; provides information and supportive documents for external auditor as required.
- Monitors changes in regulations and technology that may affect assigned functions and operations; tests and implements upgrades of automated enterprise application systems; implements emerging technologies related to the fiscal services function.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fiscal services; researches emerging products and enhancements and their applicability to District needs.
- Maintains files, databases, and records related to fiscal services; prepares a variety of written reports,

- memoranda, and correspondence.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Ensures staff comply with District and mandated safety rules, regulations and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a comprehensive finance and accounting program, including auditing and reporting functions.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and procedures of District budgeting and accounting.
- Generally accepted accounting and auditing principles related to governmental compliance accounting.
- Provisions of the California Community College Budget and Accounting Manual.
- Principles, practices, techniques and methods of financial transactions related to student accounts and payments.
- Principles and practices of developing comprehensive financial statements and reports.
- Methods and techniques of developing business, administrative and technical reports, correspondence and presentations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- District and mandated safety rules, regulations and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- 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.
- Prepare clear, complete, and concise financial statements and reports.
- Evaluate and develop improvements in operations, procedures, policies, and methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting and financial operations.
- Make accurate arithmetic, financial, and statistical computations.
- Research, assess and implement innovative technologies and procedures.

- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Effectively represent the department and the District in meetings with governmental agencies and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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, business administration, or a related field.

Experience:

- Four (4) years of increasingly responsible accounting or finance experience, of which two (2) years must have been in a lead or supervisory capacity.

Licenses and Certifications:

- None.

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 departmental policies and procedures.