



## JOB DESCRIPTION

### Finance Supervisor

**Date Prepared:** November, 2015

**SUMMARY:** Under limited supervision, plans, organizes, coordinates, and supervises staff engaged in various customer service, utility billing, and financial activities of the City; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Supervise subordinate staff in the daily operations of various finance activities including, but not limited to, accounts payable, utility billing, cash receipts, and customer service.
- Review and approve work of subordinate staff.
- Set work priorities, create work schedules, provide training, conduct performance evaluations, reward and/or discipline employees.
- Develop and implement policies and procedures.
- Perform financial system functions including entering user-defined codes and settings, inputting and posting transactions, importing third-party system files, initiating and verifying system processes, researching data and processing reports.
- Research and review accounts for accuracy.
- Assist management with analysis, preparation, justification, and administration of the City's budget.
- Initiate support cases and work with system support representatives to resolve financial system issues.
- Reconcile general ledger accounts and subsidiary ledgers.
- Prepare and enter journal entries.
- Review and approve financial transactions and journal entries.
- Resolve banking issues related to assigned finance functions.
- Investigate, resolve, address, and/or respond to issues, complaints or inquiries from external entities or within the City; respond to requests for service or assistance; coordinate activities with other City departments.

**MINIMUM QUALIFICATIONS:**

**Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent. Thirty college semester units with major course work in business administration, finance or a closely related field AND three years of government customer service and utility billing experience, INCLUDING two years of lead or supervisory experience is required.

**Knowledge of:**

- City policies, procedures, and Municipal Code.
- Principles and practices of public administration.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of government accounting, budgeting, and customer service.
- Pertinent state and federal laws.
- Principles and practices of public finance and utility billing.
- Principles and practices of project management.
- Principles and practices of strategic planning.

**Skill in:**

- Organizing, implementing, and directing professional accounting and financial analysis activities.
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Using patience, tact, and courtesy in dealing with the public; working harmoniously with departmental personnel.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and must be willing to work an irregular schedule, which may include weekends or evenings.

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Department Head Approval

\_\_\_\_\_  
Date

Personnel Officer Approval

Date