

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

---

**Class Title:** Finance Supervisor

**Class Code Number:** 3055

**Position Designation:** Professional/Mid-Management

**Division:** Finance

---

### **General Purpose of Position**

The purpose of this position is to provide professional level accounting and administrative services to the Finance Department. This position helps develop and meet Department objectives. This position supervises Finance Department staff and reports to the Director of Administrative Services.

---

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Administrative Services. Exercises general direction over administrative Finance support staff.

### **ESSENTIAL FUNCTIONS**

*Class specifications are intended to present a descriptive summary of the range of duties and responsibilities performed by employees in the classification. Specifications are not intended to reflect all duties performed within the classification.*

- Provides general ledger accounting to track all City accounts; balances and reconciles general ledger in accordance with generally accepted principles of accounting.
- Assists in the development and implementation of policies and procedures related to financial and account matters.
- Oversees and participates in the development of the Finance Department work plan; assigns work activities, projects and programs; monitors work flow, reviews and evaluates work products, methods and procedures.
- Participates in the development of the Finance Department budgets; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials, supplies and other projects and services.
- Facilitates classified transactions and analyzes impact on assets, liabilities and reserves.
- Coordinates the automated accounting systems within the Finance Department, recommends system enhancements, and acts as the system administrator.
- Conducts financial reporting, auditing and fixed asset management to ensure sound accounting and financial procedures are being followed.
- Verifies funds are properly appropriated and accounted for; adheres to City, State and Federal guidelines.
- Collects fiscal operating data, analyzes and summarizes in various financial reports to management, City Council, etc.
- Prepares monthly treasurer reports in accordance with City procedures.
- Verifies financial data required by mandated reports (e.g., State Controller's Report and Statement of Indebtedness) and maintains data in an orderly manner.

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

---

- Prepares, maintains and updates statistical data for Comprehensive Annual Financial Report utilizing the Government Finance Officer Association standards, GASB 34 and other budget documents.
- Prepares and analyzes year-end accounting/auditing work papers and journal entries.
- Prepares and coordinates year-end rollover of the financial accounting system in a timely and orderly manner.
- Performs project management and annual fixed asset accounting updates in accordance with City procedures.
- Maintains and reconciles project management and fixed asset records for various City funds.
- Provides payroll, accounts payable, accounts receivable, purchasing and cash disbursement services in a timely and accurate manner.
- Reviews cash receipt documentation and registers to ensure proper posting of City revenues.
- Reviews disbursement (check request) documentation to ensure proper classification of City expenses.
- Reviews monthly bank reconciliations/statements to ensure accuracy.
- Reviews payroll records to ensure proper classification and compliance with State and Federal regulations.
- Assists in preparing the City's annual operating budget as directed by the Director of Administrative Services.
- Monitors Department expenditures to ensure compliance with approved budgetary authority.
- Assists in the development, analysis and review of the City's annual revenue projections.
- Supervises, trains and evaluates assigned staff.
- Perform the duties of the Director of Administrative Services as necessary.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Analyzes fiscal and accounting problems, identifies alternative solutions, makes recommendations and implements recommendations in support of goals.
- Performs related essential duties as required.

### **QUALIFICATIONS**

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

**Education:** A Bachelor's degree in Accounting, Finance or related field is required. A Master's degree in a related field is preferred.

**Experience:** Four years experience as an accountant for a public sector organization or equivalent experience is required.

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

---

**License/Certificate:** Valid Class C California Driver's License required.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

#### **Knowledge of:**

- A comprehensive knowledge of generally accepted principles and practices of accounting and a demonstrated knowledge of public sector accounting.
- Methods and techniques of effective technical account report preparation and presentation.
- Pertinent State and Federal accounting laws, codes and regulations.
- City policies and regulations related to accounting.
- An understanding of the procedures and processes of a municipal finance department.
- Principles and practices of supervision, training and personnel management.
- Excellent customer service skills.
- Excellent communication and oral presentation skills.
- Project management and supervisory skills are desirable.
- Modern office procedures, methods and computer applications.

#### **Ability to:**

- Exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, flexible and cooperative.
- Be accurate, timely, discreet and able to maintain confidentiality on appropriate issues.
- Effectively administer assigned programs and perform both complex and routine assignments with accuracy.
- Understand, interpret and explain laws, regulations, policies, practices and procedures.
- Analyze information, draw valid conclusions and make recommendations.
- Interact with a variety of personnel and achieve the confidence of others.
- Elicit and maintain cooperative work relationships; communicate effectively both verbally and in writing and conduct effective meetings.
- Supervise, train and evaluate employees.
- Provide administrative and professional leadership and direction for assigned staff.

#### **Skill to:**

- Operate modern office equipment, including computer equipment.
- Operate a motor vehicle safely.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

---

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) is required occasionally. This position requires manual manipulation of a keyboard, phone and other standard office machines. The position requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **WORK ENVIRONMENT**

Work will be performed in an office at City Hall exposed to moderate levels of noise. The majority of work associated with this position will be performed sitting down, operating word processor or answering the phone. This position involves a substantial amount of contact with both employees and citizens both face to face and over the telephone.