

FINANCIAL SERVICES SUPERVISOR

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DEFINITION

Under general direction, is responsible for the development of a department's budget and the budget development process including budget analysis, short- and long-range fiscal forecasting, and capital planning; coordinates, administers and manages a department's financial functions and activities; oversees the CIS billing functions of the Utility; and performs other related work as required.

EXAMPLES OF DUTIES

1. Plans and implements a department's budget process and related fiscal programs, utility billing function; manages the timely and accurate preparation of a department's performance based budgeting documents and financial reports; coordinates budgeting activities with other divisions, serving as the primary budget authority.
2. Recommends and implements policies and procedures for effective revenue collection and service delivery.
3. Plans, coordinates and oversees the work of staff engaged in accounting functions such as billing, accounts payable, accounts receivable, general ledger, grants accounting, revenue accounting, and utility billing.
4. Facilitates development and implementation of improved financial management systems, customer information systems and procedures.
5. Develops and monitors performance specifications for services provided by outside vendors and the utility's customer information systems.
6. Participates in the development and implementation of a department's goals, policies, and priorities.
7. Administers and performs general and specialized finance activities as assigned.
8. Coordinates activities with other departments and agencies; provides information and assistance regarding finance matters, policies, and procedures.
9. Serves as liaison to various agencies and community or professional groups.
10. Prepares and reviews notices, agendas, minutes and other materials.
11. Conducts a variety of special studies, and prepares and may present various analyses, statistical compilations, and reports.
12. Ensures compliance with federal, state and local laws, regulations, codes, etc.
13. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with major course work in accounting, financial management, economics, business administration or related field; a CPA is desired.

Experience: Five years of professional municipal or government financial management experience with substantial work in budget preparation, accounting, administration, analysis, and organization-wide coordination, at least two years of which shall have been in a supervisory capacity. utility billing is desirable.

Knowledge

Knowledge of principles and practices of governmental and utility accounting, financial planning, financial and billing management, including Generally Accepted Accounting Principles, (GAAP) and Governmental Accounting Standards Board (GASB); principles and practices of budget preparation, adoption, administration, evaluation, and coordination; applicable federal, state and local laws and regulations; computerized financial systems.

Ability

Ability to effectively plan and implement a department's budget process and related fiscal programs; develop financial plans and fiscal forecasts; plan, organize lead and control financial services management; facilitate development and implementation of improved financial management systems, customer information systems (CIS) and procedures; administer and perform assigned specialized finance activities; interpret and apply state, federal and local laws and regulations related to governmental and utility accounting and financial management; interpret, analyze and explain complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; prepare and present complex, technical and/or statistical reports; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records including customer billing records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, service providers, and the general public; and supervise, train and evaluate assigned staff.