



FISCAL SERVICES SUPERVISOR

DEFINITION

Under direction, supervises fiscal office staff and activities; provides difficult, technical or specialized accounting, financial, treasury, budgetary or tax collection office support.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the fiscal office support series, responsible for planning, organizing, supervising, reviewing and evaluating the work of a group of fiscal support employees either directly or through subordinate lead staff. The work also includes performance of difficult, complex or specialized financial and/or accounting office support work, which may include maintaining a complete set of ledgers and supporting financial records in a centralized accounting or departmental setting.

EXAMPLES OF DUTIES (Illustrative Only)

- Supervises and directs fiscal support staff and activities, either directly or through subordinate lead staff.
- Plans, schedules and assigns fiscal support work such as processing varied forms, establishing control and subsidiary ledgers, fund accounts and similar records, and processing and accounting for tax payments and records.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Trains assigned staff in fiscal office and County procedures and specific departmental and unit policies and procedures.
- Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decisions.
- Determines work schedules and authorizes leaves, ensuring the effective, efficient and timely completion of all work.
- Answers inquiries, provides information and resolves complaints from the public or County employees regarding fiscal, accounting, statistical, tax collection and similar functions, policies and activities that require the use of judgment and the interpretation and application of policies, rules and procedures.
- Develops, recommends and implements improved operating procedures, forms and work processes.
- Provides input into the budget and goal setting processes for the assignment; may assist with the preparation and administration of departmental budget.
- Performs complex and technical fiscal, accounting, payroll, financial or tax collection support work, which may require the review of a variety of reports and records, investigation and reconciliation of information, the establishment and maintenance of control and subsidiary fiscal records and journals, and the reconciliation and balancing of subsidiary ledgers, fund accounts and similar records.
- Enters and retrieves data from an on-line or personal computer system.
- Prepares financial statements, projections and monthly, quarterly and annual reports.
- Ensures that office administrative details, such as supply inventory, equipment purchases and maintenance and relief coverage are attended to; operates standard office equipment.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Supervisory principles and practices, including work planning, scheduling, review and evaluation and

- employee training and discipline.
- Fiscal, accounting and financial recordkeeping and bookkeeping principles and practices, and budget control principles.
- Office administrative practices and procedures, including filing and the operation of standard office equipment.
- Business arithmetic, including percentages and decimals.
- Correct oral and written business English usage.
- Business data processing principles and the use of personal or on-line computers.
- Basic budgetary principles and practices.

Skill in:

- Planning, assigning, supervising, reviewing and evaluating the work of others.
- Training others in work procedures.
- Policies, procedures and terminology related to the department or function to which assigned.
- Applicable laws, ordinances and regulations.
- Organizing and prioritizing work, meeting critical time deadlines and following up on assignments with a minimum of supervision.
- Analyzing and resolving a variety of fiscal office administrative problems.
- Performing complex and difficult fiscal, accounting, auditing, budgetary, or financial office support work.
- Interpreting, applying rules, and explaining policies and procedures.
- Organizing, researching and maintaining office files.
- Preparing complete statistical records and financial reports.
- Using initiative and sound independent judgment within established guidelines.
- Operating standard office equipment including a calculator and computer terminal.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Three (3) years of fiscal, bookkeeping, payroll, accounting, budget administration, revenue support, financial tax collection or similar office administrative or fiscal office support experience.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.

WORKING CONDITIONS

As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at the frequency prescribed in Publication 1075.