

FINANCE SERVICES SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction, supervises, plans, and coordinates daily financial operations within the Finance Department including accounts receivable and revenue collections, water utility billing, business license activities and print shop/mailroom functions; coordinates assigned activities with other divisions, outside agencies, and the general public; and provides highly responsible and complex staff assistance to the Finance Director.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, direct, and supervise daily financial operations within the Finance Department including accounts receivable and revenue collection, water utility billing, business license activities, and print shop/mailroom functions.
2. Participate in the development and implementation of goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate, and review the work plan for assigned financial operations, services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Participate in the selection of technical and clerical support personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend adjustments as necessary.
7. Receive, review, analyze and interpret all bankruptcy related filings, discharge and dismissals resulting in revenue written off or collected for the City.
8. Research and monitor developments in legislation and industry standards; make recommendations on how to apply any required changes.
9. Communicate with a variety of City staff, outside agencies, vendors and the general public to provide and obtain information, to interpret and explain policies and procedures and to resolve conflicts.

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10. Develop recommendations for enhancements, additions and changes in manual or computerized procedures and software.
11. Oversee implementation or upgrades of systems modifications in the business license, utility billing and accounts receivable areas.
12. Conduct and prepare detailed revenue analyses, statistical compilation and narrative reports; prepare written and oral reports as assigned.
13. Provide staff assistance to the Finance Director; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
14. Coordinate assigned financial operations and activities with those of other divisions and outside agencies and organizations.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of financial management and accounting; incorporate new developments as appropriate into programs.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a revenue collection program.
- Principles and practices of municipal accounting, payroll, auditing and related computer software and their applications to assigned functional areas.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices used in establishing and maintaining files and information retrieval systems.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- Mathematical principles.
- Principles of municipal budget preparation and control.
- Principles of business letter writing and report preparation.
- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Pertinent federal, state and local laws, regulations and codes.

Ability to:

- Coordinate and direct City revenue collection programs.
- Supervise, direct, and coordinate the work of lower level staff.
- Supervise, train and evaluate subordinate employees.
- Recommend and implement goals, objectives, policies and procedures for providing various financial operations and revenue collection support functions.
- Understand the organization and operation of the finance department and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and

departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

- Participate in the preparation and administration of assigned budgets.
- Plan and organize work to meet changing priorities and deadlines.
- Diagnose operational problems, implement effective courses of action, and exercise good judgment in response to changing situations and needs.
- Interpret and explain applicable policies and procedures.
- Research, analyze interpret, and prepare financial data and reports.
- Effectively represent the assigned program area to outside individuals and agencies to accomplish the goals and objectives of the unit.
- Work cooperatively with other departments, City officials, and outside agencies.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in business administration, accounting, finance or a related field.

Experience:

Four years of responsible financial or accounting experience related to area of assignment including a minimum of one year in a supervisory capacity.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: October 1991

Revised: September 1999; February 2007; September 2013

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.