

**City of Imperial Beach
Position Description**

Title: Finance Supervisor
Department: Administrative Services
Division: Mid-Management/Professional

GENERAL PURPOSE

Under administrative direction of the Administrative Services Director, plans, organizes, coordinates and implements accounting programs; manages the daily operation of the Finance Division; assists in the preparation of the City Budget; monitors city's investment funds; supervises division personnel; participates in policy and program development activities of the Administrative Services Department; and acts for the Administrative Services Director in his absence.

SUPERVISION RECEIVED

Works under the general supervision of the Administrative Services Director.

SUPERVISION EXERCISED

Supervises incumbents in the Senior Account Clerk Technician, Account/Clerk Technician classifications and other subordinate staff assigned to the Administrative Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and performs professional accounting services including interpretation, enforcement and application of policies and regulatory requirements which control fiscal processes for the City of Imperial Beach, including but not limited to City's Sewer Enterprise Funds and the Redevelopment Agency (RDA); Supervises and monitors specific fiscal operations, including revenue monitoring; Supervises payment of bills, invoices, payroll and other vouchers for payment; Supervises accounting systems and procedures; Maintains supporting records of financial transactions; Assists in the preparation and administration of the City Budget; Establishes procedures for transmittal of investments; Coordinates work with auditors and acts as Departmental resource; Solves accounting problems identified by subordinates and auditors; Participates in development of computer applications for fiscal processes; Approves journal entries; Assists in the preparation of periodic reports such as the State Controller's Report and the Comprehensive Annual Financial Report (CAFR); Assists with Request for Proposals (RFPs); Conducts studies and investigations and prepares reports of financial findings and recommendations to Director; Provides staff support to assigned committees and other study groups; Attends meetings, conferences, seminars and training courses.

PERIPHERAL DUTIES

Acts as an operational and supervisory officer of the Department. The incumbent is responsible to the Administrative Services Director relative to the efficient and effective administration of the business and finance function of the Department. Exercises

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supervision over professional and support staff, making assignments, setting priorities, and training and reviewing work. Responsible for preparing evaluations, recommending employment, and effectively recommending disciplinary action to the Department Director. The position maintains considerable independence in selection and development of work methods and procedures.

Under direction of Administrative Services Director, institutes programs or services to accomplish assignments in accordance with establishment Department goals and objectives. Develop methods and procedures and solves problems encountered using independent professional judgment; As assigned, may serve in the absence of the Administrative Services Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Any combination or training, education and experience which demonstrates possession of the specialized knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is

- (A) Five (5) years of professional experience at a supervisory-level performing responsible municipal financial operations, involving investments, fund accounting, reporting and internal controls; and/or
- (B) Completion of coursework leading to a Bachelor Degree in accounting, finance, public or business administration, or a closely relate field.
- (C) A CPA Certificate is desirable but not mandatory.

KNOWLEDGE OF

- Advanced principles of municipal finance and accounting, including administration, planning, accounting, auditing, financial record keeping, financial and budgetary statements, budget preparation and control, and governmental purchasing practices and procedures.
- Advanced principles of fund accounting.
- Recent developments and sources of information in municipal finance.
- Provisions of Federal and state laws related to municipal finance and budgeting.
- Modern automated office methods, procedures and practices.
- Principles and practices of management, supervisions and training.
- Business mathematics and/or statistics.
- Computer applications pertinent to a finance environment.
- Advanced principles and procedures of administrative research and analysis, graphic and tabular presentation of data and report composition

ABILITY TO

- Plan, organize, supervise and maximize available resources to meet program and service goals;
- Supervise and direct professional and technical personnel engaged in accounting and financial tasks;
- Read, understand, interpret and apply laws, rules and regulations to specific accounting and financial situations;
- Assist in administration of sound Investment Program
- Analyze, revise and improve upon accounting records and procedures;
- Prepare accurate financial reports;
- Express ideas on technical subjects clearly and concisely, orally and in writing;
- Devise and operating internal auditing procedures;
- Make accurate mathematical and statistical computations;
- Prepare and administer the budget and fiscal controls;
- Understand and carry out oral and written instructions;
- Prepare a variety of reports and presentations;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.

TOOLS AND EQUIPMENT USED

Typewriter, on-line personal computer, including word processing; spreadsheet and data base software; 10- key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here 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 functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.