



Job Title: <u>Finance Supervisor</u>		Job Number: 1430
Job Classification: <u>Management / Supervisory</u>		Physical Type # 1
Reports to: Director of Finance	Department: Finance	Pay Grade: 132 Exempt

PRIMARY DUTY: Under basic supervision, supervises the staff and operations of a Finance Department work group; reviews and approves staff work and assures compliance to department policies and procedures; develops status and summary financial reports.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Supervises the staff and daily operations of a Finance Department work group, including accounts payable & receivable, revenue, journal entries, account reconciliation, internal controls, financial reporting and audit support; performs duties within scope of authority and training; duties may vary according to job assignment.
- Oversees the work activities of assigned staff and monitors documents and accounts for compliance with departmental policies and procedures.
- Supervises staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills and evaluates performance; provides technical guidance, assistance and training; meets regularly with staff to discuss and resolve workload and technical issues; develops work plans and assures required deadlines are met; reviews work and verifies the accuracy of financial records.
- Interprets and explains the City’s accounting policies, procedures, rules and regulations.
- Supervises a variety of technical accounting functions for the City; evaluates and analyzes financial issues and policies and recommends solutions; coordinates work with other City departments and public agencies;
- Using knowledge of Finance Department policies and procedures, maintains financial records, reviews and processes technical accounting documents and evaluates and corrects technical accounting information.
- Assists with development and preparation of internal and external financial reports, financial analyses, regulatory agency reports, consolidated financial statements and Comprehensive Annual Financial Report (CAFR); assists auditors with preparation of annual financial analyses and reports.
- Reviews journal entries for accuracy and completeness and corrects entries within scope of authority.
- Prepares status reports and assures effective communication of financial issues.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information.
- Performs other duties as required or assigned.
- Driving is an essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City organization, operations, policies and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB) and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles governing Public Sector financial management.
- State and federal statutes, rules and regulations governing public funds and debt management.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation standards.

- Business and personal computers and spreadsheet software applications.

Skill in:

- Working independently to perform a wide variety of accounting functions, using knowledge of Finance Department policies and procedures.
- Analyzing financial issues, evaluating alternatives and developing recommendations and reports.
- Meeting deadlines and strict time frames for processing technical documents and reports.
- Maintaining interrelated financial and technical records and identifying and reconciling errors.
- Understanding and applying City policies and procedures and applicable federal and state regulations.
- Explaining City policies and procedures while exercising the highest degree of confidentiality.
- Managing staff, delegating tasks and authority and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Finance, Accounting, Business Administration, or a related field is required; AND five years' experience in government accounting and budgeting; OR an equivalent combination of education and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Certified Public Accountant (CPA) license from Texas State Board of Public Accountancy is desirable; specific technical certifications and training may be required for some incumbents.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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.

- The physical activities of this position include:
 - Balancing - Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
 - Reaching - Extending hand(s) and arm(s) in any direction.
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
 - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping - Applying pressure to an object with the fingers and palm.
 - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
 - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position:

- Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The visual acuity requirements including color, depth perception and field vision:
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- The conditions the worker will be subject to in this position:
 - Work is performed primarily in an office setting or well-lit, temperature-controlled working environment.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number