

VALLEJO SANITATION AND FLOOD CONTROL DISTRICT

CLASSIFICATION SPECIFICATIONS

FINANCE SUPERVISOR

DEFINITION

Under direction, to supervise and coordinate the day-to-day clerical, technical and professional financial and accounting activities within the Finance Department of the Vallejo Sanitation and Flood Control District. Schedules work to ensure completion is timely, accurate, and efficient. Performs professional accounting work related to the preparation, maintenance, reconciliation and reporting of general accounting and statistical records, audits, and the preparation of detailed financial reports; assists management with special projects as assigned; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for assisting the Finance Director by coordinating the daily finance and accounting activities within the Finance Department. This class is responsible for supervising the work of clerical and technical staff assigned to the Finance Department. This class is distinguished from the Director of Finance in that the latter has overall management responsibility for all finance and accounting services, activities and functions within the District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director.

TYPICAL EXAMPLES OF WORK PERFORMED

Duties may include but are not limited to the following:

Supervise Finance Department staff responsible for performing clerical and technical accounting work; schedules and assigns work activities, coaches and counsels employees regarding work performance; prepares employee performance evaluations, review leave slips for approval and recommends corrective and disciplinary action to the Finance Director.

Assists clerical and technical accounting staff in the performance of their tasks as necessary. Ensures effective and efficient transaction interface with the general ledger.

Maintains the general ledger; reviews cash receipts, performs bank reconciliation including recording investment income and expenses, performs account analysis and reconciliation, and preparation of adjusting journal entries as necessary including

TYPICAL EXAMPLES OF WORK PERFORMED (Continued)

recognition of deferred revenue and amortization of prepaid expenses.

Performs month-end and year end close, including roll forward of account balances and chart of accounts to new fiscal year.

Prepares trial balances and financial reports using computerized and manual systems.

Coordinates accounting for capital projects including construction-in-progress; reviews contracts, monitors budget and prepares capital asset tracking schedules and budget-to-actual reports.

Reconciles connection permit cash receipts and revenue recognition that includes coordination with Engineering Department data.

Maintains cost and reimbursement records for capital improvement projects with special funding sources in accordance with OMB Circular A-133 requirements, as applicable.

Review capital asset activities for completeness and accuracy.

Prepare amortization schedules for and record District Financed notes receivables; record and track cash collections and payments.

Assists with year-end audit workpaper preparation and auditor inquiries, the Comprehensive Annual Financial Report, the bi-annual preparation of the budget and annual budget input.

Allocate monthly costs between wastewater and storm water funds through query and journal entry. Allocate property tax receipts and sewer liens received from the County to appropriate accounts.

Manage the District's computer loan program. This includes processing applications for new loans, refinancing and any additions to the loan. Obtains appropriate rate approval for the loans and prepares a payment schedule for each loan; coordinates loan issuance with accounting staff.

Prepares a variety of compliance and operational reports, correspondence, spreadsheets and other written materials.

Perform routine clerical duties as required, such as typing and filing documents.

Maintain accurate records and files.

Conducts and participates in special projects as required.

TYPICAL EXAMPLES OF WORK PERFORMED (Continued)

Uses standard office equipment, including a computer, in the course of the work.

Establishes and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education

Equivalent to the completion of four years of college with major course work in accounting, finance or a closely related field. A certificate as a Certified Public Accountant (CPA) is desirable.

Experience

Three (3) years of progressively responsible professional work experience in accounting or a closely related field. Experience in a public agency is desirable.

Knowledge of

The principles and practices of employee supervision, practices and techniques of training, employee evaluation, coaching and counseling and handling disciplinary matters.

Generally accepted accounting principles (GAAP) and generally accepted auditing standards.

Modern manual and automated accounting systems related to the work being performed.

Principles and practices of auditing financial documents and records.

Financial record keeping and bookkeeping practices and techniques.

Federal, State, County and local government codes and regulations related to the work being performed.

Standard office practices and procedures, including records management and filing and retention of documents; the operation and maintenance of standard office equipment.

Effective techniques for dealing with the public in person and on the telephone.

Skill in

Interpreting, explaining and applying principles and practices of general and proprietary fund accounting related billing and collections, accounts payable and receivable, payroll and purchasing.

Reviewing accounting and financial documents for completeness and accuracy.

Interpreting, applying and explaining applicable laws, codes and regulations.

Maintaining accurate accounting and financial records and preparing accurate and timely reports.

Developing accounting and financial control and reporting processing and forms.

Using initiative and independent judgment within established procedural guidelines.

Making accurate arithmetic calculations.

Entering data into on-line computer system with speed and accuracy.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to

Plan, organize, assign; supervise and evaluate the work of assigned staff; select and motivate staff, and provide for training and professional development.

Coordinate assigned programs with other District departments, divisions and other government agencies

Work on a variety of tasks at one time and to prioritize those tasks.

Analyze data, identify and resolve problems and propose alternate solutions.

Communicate and correspond effectively.

Use initiative and independent judgment within established procedural guidelines.

Read, understand, interpret, and explain policies and procedures.

Deal professionally, tactfully and courteously with the general public and other employees.

Ability to (Continued)

Communicate in writing and verbally with others clearly and effectively.

Work independently with minimal supervision.

Licenses and Certificates

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards. CPA is desirable.

Physical Demands

Mobility to work in a standard office setting and use standard office equipment including a computer; read printed materials and a computer screen; converse in person and over the phone. Some aspects of the job may occasionally require the incumbent to walk, stand, climb, bend, stoop, kneel, crawl, fine manipulation, grasp, push and pull. Reach and turn.

Note:	All parts of this job description, except the license requirements, are subject to possible modification to reasonably accommodate individuals with a disability.
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