

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Financial Operations Supervisor	CLASS. CODE: 0059
DEPARTMENT:	Finance	FLSA: E
REPORTS TO:	Finance Director	DATE: 7/1/2002

Job Summary:

Assists in the planning, organizing, supervision, evaluating, and review of accounts payable, accounts receivable, project/grant accounting, and payroll programs, policies, systems and procedures. Directly supervises accounts payable and accounts receivable personnel. Assists the finance management team in assigned complex and highly visible projects.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Plans, directs and organizes the activities and work of the staff. Evaluates, develops, and implements internal financial and accounting control procedures.
2. Provides support for the City Financial Information Management System (FIMS) as a superuser. Assists with the system setup, adjustments, problems and ongoing support to users.
3. Gathers and analyzes data to develop annual City Wide Cost Allocation Plan. Creates supporting worksheets and updates plan as needed, and presents Plan to user departments.
4. Acts as a liaison between finance operations staff and user departments in the development of improved processes, financial analysis tools, and overall communications. Interprets and applies city accounts payable and accounts receivable policies and procedures.
5. Coordinates special projects including improving departmental financial reports, analyzing tools and assisting in GASB 34 implementations.
6. Supervises and reviews the activities of personnel, prepares formal evaluation of supervisors, and handles disciplinary actions. Leads the recruitment process for vacant positions in assigned supervised areas.

Important Job Functions

1. Attends weekly meetings.
2. Performs other duties as required by Finance Department Director.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in finance or accounting or a related field; and,
Seven (7) to ten (10) years of experience in a related field; or,

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Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Certificate Management Accountant desired.
- Certified Public Accountant desired.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Financial services functions such as accounts payable, accounts receivable, payroll and project/grant accounting.
- Generally Accepted Accounting Principals, Governmental Accounting Standards Board (GASB) pronouncements and auditing.
- Computerized accounting systems as they relate to financial service modules as well as the human resource, purchasing and budgeting modules of the Financial Information Management System.
- Governmental accounting practices.
- Word processing and spreadsheet programs.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Evaluate, develop and implement internal controls.
- Work independently and make decisions with minimal supervision.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Use various software programs.
- Develop and maintain interpersonal relationships.
- Gather and analyze financial data.
- Speak and present effectively in front of small groups.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Perform accounting computations and procedures.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand occasionally for extended periods.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.