



# City of Woodland

---

## **FINANCE SUPERVISOR**

### **DEFINITION**

To perform responsible bookkeeping and accounting duties within the City's central accounting system including the areas of payroll, utilities/accounts receivable, and purchasing/accounts payable; and to prepare and/or monitor appropriate accounts involving posting and balancing.

### **DISTINGUISHING CHARACTERISTICS**

This is an advanced journey level classification within the Finance Clerk series and is distinguished from the journey level by the performance of the more complex and difficult duties assigned to the Finance Clerk classes including lead work for assigned work unit/accounting functions. Incumbents typically possess specialized knowledge, abilities, skills and experience, and often exercise independent judgment in the performance of their duties.

### **SUPERVISION RECEIVED AND EXERCISED:**

General supervision is provided by management personnel. Exercises direct supervision over lower level clerical or account clerk positions in a lead capacity.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job series, but are not an all inclusive or limiting list:

#### **ESSENTIAL JOB FUNCTIONS**

Supervise and participate in the preparation, processing and payment of utility bills, the balancing of cash drawer and the preparation of deposits.

Assist in the development, implementation, and maintenance of systems and procedures, both computerized and manual.

Calculate and verify billings, fee changes, payroll, financial transactions, extensions, deductions, etc., manually and utilizing a computerized work sheet.

Perform bookkeeping and accounting duties within the City's central accounting system including the areas of payroll, purchasing/accounts payable, and/or utilities/accounts receivable.

Act as information source and resolve routine problems within assigned work unit including interaction with City staff, vendors, citizens, etc., as necessary.

Establish and maintain a variety of records and filing systems including computerized systems related to assigned work unit; review and check records, forms and other documents for accuracy, completeness and conformance to rules and regulations.

Prepare routine correspondence and reports including statistical/financial statements as required.

Process all City revenues from a variety of sources and allocate it to the proper accounts and funds.

Perform duties related to bank reconciliation, including accounts payable, bank debits and credits, deposits, investments, journals, utilities and deposit permits.

Supervise, train, and evaluate subordinate staff as assigned; assist in scheduling work, vacations and sick leave.

Participate in a variety of accounting activities including accounts payable, accounts receivable, payroll and the preparation of financial reports.

Perform related duties as assigned.

## **QUALIFICATIONS:**

### Knowledge of:

Principles and practices, terminology and forms used in bookkeeping and accounting work.

Modern office methods, practices and procedures.

Basic governmental accounting principles.

Data/word processing operations related to the maintenance of fiscal records, and various spreadsheets, correspondence and reports.

Basic cost control and auditing procedures and practices.

Principles of supervision, training, and performance evaluation.

Ability to:

Perform difficult accounting clerical work involving the use of independent judgment and initiative, and requiring speed and accuracy.

Read, understand, interpret and explain pertinent laws, rules and regulations.

Prepare accurate financial and statistical reports and statements.

Perform mathematical calculations with speed and accuracy.

Communicate effectively and tactfully in both oral and written form.

Analyze financial records; find and correct errors.

Supervise, train, and evaluate subordinates.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Education and Experience:

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical manner to achieve the knowledge and abilities would be:

Education:

Equivalent to a high school diploma including or supplemented by courses in bookkeeping and accounting.

Experience:

Three years of increasingly responsible clerical accounting experience, two years of accounting experience within the City of Woodland is desirable, including one year of technical supervision over accounting personnel.



---

Human Resources Manager

Council Action: July 15, 1997