

# CITY OF SIMI VALLEY

## FISCAL SERVICES SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises, assigns, reviews, and participates in the work of staff responsible for performing a variety of accounting duties; oversees the accounts payable function; supervises and assists in the preparation of a variety of financial and statistical reports; ensures work quality and adherence to established policies and procedures; oversees assigned modules on the City's Enterprise Resource Planning (ERP) System; and provides assistance to the Deputy Administrative Services Director (Fiscal Services).

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for performing a variety of accounting duties.
2. Establish schedules and methods for providing accounts payable services; identify resource needs; review needs with appropriate management staff and allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; implement approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of accounting technician staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Coordinate payment processes with City departments; review processed invoices; research and reconcile discrepancies; run and audit payment proposals; review and print checks and check registers.
6. Oversee and participate in processing travel payments to employees and outside agencies; oversee travel reconciliation process.
7. Prepare and/or audit bank reconciliations; process related journal entries.
8. Oversee, review and prepare a variety of monthly, quarterly and annual reconciliations; maintain necessary records and logs.
9. Research and prepare a variety of journal entries; reconcile and post cash receipts; prepare deposits.
10. Prepare financial statements and statistical reports; assist in the preparation of the Comprehensive Annual Financial Report; prepare and file annual Form 1099-Misc reports.
11. Manage the maintenance, modification, operation, and implementation of assigned module(s) on the City's Enterprise Resource Planning (ERP) system; identify and resolve ongoing functional and technical issues; coordinate and test system modifications; recommend operational and procedural changes to the system as necessary.
12. Test complex system upgrades as needed; analyze data to determine impact of upgrades or modifications on assigned module(s).

13. Provide technical support to end users; respond to end user requests for information on system use; investigate, troubleshoot and resolve end user problems; develop, coordinate, and test system modifications to address user needs; maintain system and end user documentation and procedures; coordinate and conduct training sessions as necessary.
14. Serve as liaison between vendors and the City regarding accounts payable functions; respond to inquiries from staff and vendors in person and on the telephone.
15. Identify and resolve accounts payable system related problems.
16. Provide support to the Deputy Administrative Services Director (Fiscal Services) in responding to and resolving a variety of accounts payable problems.
17. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operations, services, and activities of an accounting program.  
Principles of supervision, training, and performance evaluation.  
Principles and practices of accounting, with an emphasis on accounts payable.  
Office procedures, methods, and equipment including computers and applicable software applications such as spreadsheets, word processing, presentation software, and other specialized applications related to area of assignment.  
An Enterprise Resource Planning (ERP) System.  
ERP processing requirements and software configurations.  
Principles and procedures of financial record keeping and reporting.  
Proper phone techniques and etiquette.  
Pertinent federal, state, and local laws, codes and regulations.

#### **Ability to:**

Supervise and facilitate the City's accounts payable function.  
Review the work of assigned staff involved in accounts payable and the related accounting functions.  
Select, train, and evaluate staff.  
Recommend and implement goals, objectives, policies and procedures for related accounting functions.  
Interpret, explain, and enforce department policies and procedures.  
Analyze and evaluate data.  
Prepare clear and concise financial reports.  
Provide excellent customer service to the general public and employees.  
Enter and retrieve data from computer system.  
Review and interpret accounting transactions and records as related to the accounts payable function.  
Independently identify, analyze, and resolve accounts payable related problems.  
Operate office equipment including computers and supporting spreadsheet, word processing, presentation software, and other specialized applications related to area of assignment.  
Adapt to changing technologies, learn functionality of new equipment and systems, and transfer knowledge effectively to peers and subordinates.  
Perform information services system troubleshooting in coordination with other City staff.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Provide annual presentations and guidance on year-end processing to departments.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business, finance, or a related field.

**Experience:**

Four years of increasingly responsible accounts payable experience, including one year of lead or supervisory experience. Experience working with an Enterprise Resource Planning (ERP) System is highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Standard office setting; exposure to computer screens.

**Physical:** Sufficient physical ability to work in an office setting; walk, stand or sit for prolonged periods of time; operate office equipment including extensive use of a computer keyboard and 10-key calculator.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

**Adopted: February 2004**

*Johnson & Associates*

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