

FINANCE SUPERVISOR

DEFINITION

Under general supervision, supervises staff engaged in collecting, balancing, posting and recording utilities billing, parking citations, various permits and fees and other miscellaneous receivables.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. **Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.**

TASKS

Supervises staff engaged in collecting, balancing, posting and recording utilities billing, parking citations, various permits and fees and other miscellaneous receivables; provides customer service to the public regarding utility accounts; researches and resolves complex billing questions or problems and responds to customer complaints; collects, receives, adjusts and balances city revenue, sales tax, utility billing, parking citation tickets, property rentals and utility taxes for proper and accurate bookkeeping of accounts and payments; prepares performance evaluations for assigned staff.

Prepares correspondence and periodic accounting-related reports; interprets and enforces city and state utility related rules and regulations; acts as Deputy City Treasurer; oversees and provides daily cash management, cash flows, payments of City issued accounts payable and payroll checks; places and/or removes stop payments; transfers funds within city bank accounts and acts as liaison between the bank and the city for banking services.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of city and state rules and regulations governing utility billing and payments
Knowledge of customer service techniques and concepts
Knowledge of bill payment and overdue payment procedures
Knowledge of computer hardware, software, and ten-key
Skilled in supervising, delegating, and evaluating work of assigned staff
Skilled in adjusting or balancing multiple accounts
Skilled in maintaining, reviewing, and reporting account information
Skilled in calculating payments
Skilled in providing and following oral and written instruction
Skilled in establishing and maintaining productive working relationships Knowledgeable of professionally accepted accounting principles
Ability to effectively communicate verbally and in writing
Ability to perform essential duties with little to no immediate supervision

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors Finance, Accounting, Economic or related **AND** four (4) years experience in accounting or accounting-related customer service and account maintenance, including one lead worker level **OR** an equivalent combination of education and experience.