



## JOB DESCRIPTION

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<b>Title:</b>	Finance Support Services Supervisor	<b>Department(s):</b>	Finance
<b>Reports to:</b>	Finance Director	<b>Location:</b>	Municipal Building
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	Schedule II, F
<b>Shift:</b>	Day	<b>Status:</b>	Full-Time
<b>Bargaining Unit:</b>	None	<b>Date:</b>	May 2011

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### JOB SUMMARY

The Finance Support Services Supervisor position is responsible for supporting the Finance Director in managing key financial processes within the department and performs a variety of accounting duties requiring a thorough knowledge of established bookkeeping and accounting principles and procedures.

Principal responsibility of the position is to assist the Finance Director with the administration of the treasury function of the City, as well as to coordinate, supervise, direct and participate in work related to other City financial functions, including financial record keeping, accounting, cash management, budget preparation, taxes, and revenue collection.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Responsibility for activities, operations and services of assigned financial functions, reviews and participates in the work of professional and technical employees to ensure that work is performed in accordance with City policies; provides interpretation and decisions on applicable codes, rules, regulations and accounting procedures; coordinates activities with other City departments, outside agencies and organizations.
- Supervise and participate in the development, implementation and maintenance of objectives, policies and procedures for assigned finance related functions; reviews and evaluates work methods and procedures for improving organizational performance and meeting goals; ensures that goals are achieved.
- Assist the Finance Director with the management of City funds and advise on availability of idle funds in accordance with investment policies and goals, and local, state and Federal regulations.
- End collection point for all City revenues, including ambulance payments, dog license fees, liquor license fees, real estate taxes, personal property taxes, special assessments, mobile home parking fees, court fines, library fines, police fines, recreation programs, etc.
- Assist the Finance Director with management of City tax collection, including establishing tax-rolls in coordination with counties; verify levies; prepare Statement of Taxes and report to State; collect taxes, answer inquiries, solve problems, investigate omitted and errors; balance collections to tax-roll; settle with all taxing jurisdictions; collect delinquent personal property; prepare advance collection bills; keep

reconciled balances due, issue charge backs and collection letters; and maintain tax receipts journal, invoice the State of Wisconsin for rescinded taxes..

- Administer (collect and process) EMS billing revenue; perform follow-up collection; prepare monthly statements; serve collection agency and bill townships; and input, verify, and submit all Medicare and Medical Assistance claims electronically.
- Assist Finance Director with maintenance of records needed for bond payments, fiscal agent, and related redemption ledgers.
- Maintain special assessment receivables by project and parcel; issue invoices and amortization schedules; and record searches for title functions.
- Maintain accounts receivable records, and performs necessary follow-up on collections. Work with collection agencies to establish repayment schedules or identify as real estate tax lien.
- Maintain auxiliary cash controls for investing, balancing, and other related accounting activities.
- Prepare month-end reports on fund balances in cash and investments; calculate interest earned; maintain activity reports; and assist in reconciling general ledger to various cash reports.
- Code receipts; review and reconcile cash balances; maintain records as needed to verify cash balances; analyze cash flows; and prepare daily bank deposits.
- Administer debt service payments and transfers; review bank reconciliation for various bank accounts; and answer cash management and investment related questions.
- Assist Finance Director in preparation of annual budget document.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Provide backup support to related positions, including Accounting Technicians and Court Clerk.
- Assist in the development of short and long term plans and goals.
- Disburse authorized petty cash.
- Submit payroll taxes.
- Inform Finance Director of new developments and ideas, which may affect financial operations.
- Assist Finance Director in resolving inter/intra departmental problems.
- Develop and maintain office forms and procedures; and operate listed office machines as required.
- Serve as back-up for answering and transferring incoming telephone calls, as well as receiving and assisting visitors at City Hall, including answering questions and basic customer relations; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons; handle concerns regarding utility billing or other public services.
- Perform a variety of clerical functions as needed to accomplish work routines. Functions may include filing; posting and or logging information to manual or automated records; processing mail; ordering supplies; duplicates and distributes materials; collating and assembling documents; photocopying, scanning and faxing documents; accept utility, property tax, and court payments, sell dog licenses and dog park permits, and ship UPS packages.

## **SUPERVISION RECEIVED AND/OR EXERCISED**

- Work under general guidance and supervision of the Finance Director, performing most job duties independently. Opportunity to vary work steps and in deciding appropriate procedures, guidelines and methods to apply exists, and end results are reviewed. Incumbents prioritize their own work, manage time effectively and respond to many questions independently. The position exercises considerable initiative with wide latitude for independent judgment and is expected to resolve and or recommend solutions to problems of a professional and technical nature.
- Plan, organize, supervise, review and participate in the work of professional, technical and office support staff. Exercise direct and indirect supervision of the day-to-day activities of the Account Technicians, serving in a capacity to assign and review work as a group leader. Responsibilities include, but are not limited to, directing staff, assigning work, examining work completed, standardizing procedures to improve efficiency of subordinate, approving leaves and scheduling arrangements, and performing day-to-day supervisory responsibilities.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education and/or Experience**

- High school graduation or equivalent.
- Associates Degree from an accredited school with course work in Accounting, Finance, Public Administration, or a closely related field.
- Four years of increasingly responsible related experience, preferably in governmental accounting or any equivalent combination of related education and experience that provides requisite knowledge, skills and abilities for the position.

### **Language Skills**

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

### **Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
- Thorough knowledge of accounting principles and practices.
- Apply bookkeeping and fundamental accounting principles to the maintenance of account records and statements.

- Analyze and interpret financial data and develop recommendations to improve routines and procedures in area of assignment.
- Complete arithmetic computations accurately and rapidly.
- Ability to perform cashier duties accurately.

### **Reasoning Ability**

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

### **Other Qualifications**

- Working knowledge of modern office practices and procedures, including use of Microsoft Office.
- Advanced knowledge of Microsoft Excel, including features such as filters, formulas, charts, and tables. Experience designing/developing Excel spreadsheets in a financial environment preferred.
- Experience in CIVIC accounting software (Caselle Clarity or similar) preferred.
- Ability to operate phone system, desktop computer, copy machine, postage machine, fax machine, base radio and cash register.
- Proficiency in typing, 10 key calculator, computers and electronic data processing.
- Ability to effectively meet and deal with the public as well as display excellent customer service skills.
- Ability to work effectively in cooperation with fellow employees.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

### **Physical Demands**

*The physical demands described here 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 functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 25 pounds.

