

CITY OF HOLTVILLE JOB DESCRIPTION

TITLE: FINANCE SUPERVISOR

DEVELOPED/APPROVED: July, 2017

DEPARTMENT: FINANCE

REPORTING RELATIONSHIP: CITY MANAGER

DEFINITION:

Under general direction, plans, organizes and directs the City's financial activities and related work as required by the City Manager.

EXAMPLES OF DUTIES:

Working directly under the City Manager, serves as supervisor of the Finance Department, directing the maintenance of the City's accounting system for all funds, grants, and projects. Prepares and posts journal entries; balances accounts and ledgers and performs reconciliation of accounts; performs account transfers as needed. Must verify, post and reconcile City investment statements and transactions; perform complex calculations and compile a variety of statistical and financial information. Prepares City financial reports for both interim and annual reporting, including preparation of the annual budget, Streets Report, as well as other reports required by Local, State or Federal Agencies. Oversees the preparation of payroll, accounts payable, accounts receivable, utility billing, business licensing, employee benefits, workman's compensation, and other related duties. Prepares applications and claims for various funding sources. Supervises the Finance Staff and other personnel as assigned. Performs other financial duties as requested by the City Manager or City Council.

TRAINING AND EXPERIENCE:

Bachelor's or Associate's degree preferred. Any combination equivalent to: two years college-level course work in accounting, finance or a related field and three to five years of increasingly responsible financial accounting experience in a public agency environment, including supervision. Experience with computerized accounting systems required.

KNOWLEDGE AND ABILITIES:

Knowledge of governmental accounting, auditing, budgeting, taxation, fund investments, grants, and purchasing systems and procedures. Ability to compile financial reports, make accurate revenue and expenditure estimates, plan, coordinate, and direct the work of accounting and clerical staff. Ability to prepare reports, analyses and correspondence. Ability to read and interpret State and Federal guidelines and laws affecting the operation of the City's finance department. Ability to work with computers, including financial software. Ability to work as a member of a team, including excellent interpersonal and leadership skills.