



West Valley - Mission

Community College District

CLASS SPECIFICATION

SUPERVISOR, FINANCIAL SERVICES

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 28

DEFINITION

To plan, organize, direct and supervise financial and administrative operations within the administrative services department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice President, Administrative Services.

Exercises direct supervision over assigned professional and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative services; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in administrative and financial services.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Analyze and process budget and claim and expense transfers; set up program codes for new funds; participate in budget development for restricted funds; participate in year-end fiscal closing activities; assist in audit processes; make recommendations for corrective actions; and coordinate activities with others affected.

Review regulations applicable to grants and categorical funds; develop new grant budget proposals.

Assist with analysis, financial modeling, projections and interpretation of financial and statistical data for management.

Communicate with government agencies to resolve issues and coordinate activities.

Perform the most difficult work related to budget development and compliance with requirements.

Answer questions and provide information to students, staff, administrators and others; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Generally Accepted Accounting Principles (GAAP) applicable to community college district fiscal operations.

Automated financial systems and appropriate financial databases.

Applicable federal, state, local and district laws, regulations, and reporting requirements.

Principles and methods of budget forecasting and analysis, and audit functions.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Ability to:

Organize, implement and direct administrative services operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent financial and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Perform the most complex duties related to development and monitoring of district, college and grant budgets.

Design, analyze, and use databases and spreadsheets for budget development and administration.

Prepare clear and concise reports.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and the ability to travel.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in financial management, budget and accounting; including one year providing technical and functional supervision over assigned staff.

Education:

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

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Professional Non-Faculty

Date Approved: November 1, 2016