



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: SUPERVISOR, FINANCIAL

CLASS CODE: (see addendum)

EEO Code: 02

FLSA: Exempt

W/C Code: 8810

Pay Grades: 10 & 12

MAJOR FUNCTION(S)

This is complex professional work supervising a professional financial function, which requires the direction of professional and technical personnel or consultants, engaged in the financial functions.

TYPES OF DUTIES

- Plans, coordinates and directs financial activities for the County's Office of Fiscal Planning.
- Oversees the activities of the professional, technical and clerical staff engaged in the fiscal and procurement activities such as: accounts payables/receivables, revenue forecasting, expenditure projections, capital and operating budget preparation, financial analysis, reporting and control.
- Coaches, evaluates, conducts reviews and recommends disciplinary action on subordinate staff.
- Evaluates internal financial processes and coordinates proposed improvements.
- Communicates County policies, procedures and systems to managers/supervisors.
- Monitors County programs and fiscal operations to ensure that budgets are executed in accordance with approved plans, applicable statutes and administrative guidelines.
- Ensures that fiscal operations are performed in accordance with GAAP and GAAFR standards.
- Performs liaison tasks between the Core Services.
- Responsible for property control and materials inventory.
- Represents Fiscal Services Team on councils/committees as directed.

CORE COMPETENCIES

- Exercises Sound Financial Judgment
- Promotes Continuous Innovate Learning
- Improves Process and Builds Capacity
- Champions for Customer and Community

JOB BASED COMPETENCIES (Specific for position)

- Knowledge of generally accepted accounting principles and governmental accounting and finance theories and standards including budgetary, financial and operational principles, procedures and practices.
- Knowledge of computer software including spreadsheet, word-processing, databases, graphics, slide presentation and report writers.
- Knowledge of Federal, State, and County policies, procedures, ordinances & resolutions relative to finance-related matters.
- Knowledge of the various core service business processes.
- Knowledge of research, analysis and auditing methods/procedures for financial and operational activities.
- Ability to establish and maintain successful working relationships.
- Ability to communicate ideas, recommendations, and technical information clearly and effectively, orally and in writing.

ADDENDUM TO JOB CLASSIFICATION

Class Code	Job Title Pay Grade	Minimum Qualifications	Responsibilities further delineated
31312	Financial Supervisor I Pay Grade 10	<p>Five years of progressively responsible professional financial experience in the specific area being supervised, two of which must have been in a supervisory capacity.</p> <p>College courses in Finance and Accounting may substitute for the required experience (30 college credits are considered equivalent to one year of college).</p>	<p>Scope of responsibility will be in one or two areas of accounting or finance such as Accounts Receivables, Payables or Procurement.</p> <p>Supervisory duties primarily over entry-level financial/clerical staff.</p> <p>Will require expertise in specialized area.</p>
31322	Financial Supervisor II Pay Grade 12	<p>A Bachelor's Degree from an accredited college or university in Finance, Accounting, Business Administration or a related field and five years of progressively responsible professional experience in the field of accounting, finance, or budgeting, preferably in a government environment.</p> <p>A Master's Degree from an accredited college or university in Finance, Accounting, Business Administration or a related field can substitute for one year of the required experience.</p> <p>Progressively responsible professional experience as described herein may substitute on a year-for-year basis for the required degree.</p>	<p>Scope of responsibility will be over several accounting and/or finance functions.</p> <p>Supervisory duties will also include professional accountants/financial staff.</p> <p>Will require a broader base of knowledge including GASB and more application and system tools and greater skills in financial strategy.</p> <p>Represents the Core Services' position on the development of standardized County-wide fiscal systems and policy.</p> <p>Prepares and presents:</p> <ul style="list-style-type: none"> ▪ Special fiscal studies/reports including special funding projects and long/short range planning (one to ten years). ▪ Periodic assessment, rate and fee studies for services within the business center. <p>Responsible for insuring annual bond and loan covenants and coverage ratios are met in order to avoid default on financial obligations.</p> <p>Reviews classification actions, proposed organizations changes and pay structure recommendations for budgetary impact.</p>

APPROVED BY:

DATE

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6/8/05