

EXHIBIT B

CITY OF EMERYVILLE MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY

CREATED: June 2015

TITLE: FINANCE SUPERVISOR
FLSA: Exempt

Job Code: XXXX

DEFINITION

Under direction, manages complex financial functions, including accounting, revenue collection and cash management; develops computerized financial reports; develops and implement procedures for the accounting and expenditure of City funds; supervises and coordinates the work of assigned staff. Performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director; provides oversight and directs the work of staff and consultants assisting in the promotion and delivery of programs.

DISTINGUISHING CHARACTERISTICS

This is a single incumbent, supervisory classification. Duties performed involve the exercise of considerable discretion and latitude of judgment in the formulation and development of policies and procedures according to established agency procedures and guidelines. The incumbent is responsible for training and directing the work of assigned staff and providing direction to consultants. This classification is distinguished from that of the Finance Director, in the latter is responsible for the overall operation of the department.

DUTIES AND RESPONSIBILITIES: *(The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of the duties and responsibilities of the classification.)*

Supervise the preparation, analysis, and maintenance of administrative, fiscal, and operational accounting records, systems, and reports.

Direct, review, and participate in accounting for grants, compliance with grant requirements, and draw down of grants.

Monitor financial management system and reports for accuracy, and assist user departments in the use of such systems.

Direct the preparation of special financial reports as mandated by federal, state, and City laws, regulations, or ordinances.

Develop and serve as liaison to business community, Emeryville Chamber of Commerce, and other industry contacts with whom the City does business.

Monitor, evaluate and update Master Fee schedule, including working with City departments on analysis and development of appropriate fees for City services.

Ensure payment of all properly documented obligations of the City; such as those associated with revenue sharing agreements.

Ensure that the general ledger is a proper reflection of current financial activities, including propriety of accounts, internal controls, accounting policies, and petty cash controls.

Provide liaison within the department and with other departments, auditors, vendors, public agencies, and the public.

Develop and interpret Finance Department and City policies and procedures.

Prepare and maintain procedure manuals, records, and reports.

Prepare various financial statements, statistical reports and balance sheets reflecting financial condition and fund balances.

Assist in the preparation and administration of a department and agency budget.

Plan, coordinate, and supervise the work of staff engaged in accounting functions such as payroll, billing, accounts payable, accounts receivable, general ledger, revenue accounting and other departmental functions.

Provide assistance to the Finance Director in the analysis of complex business tax, real estate transfer tax, special taxes, special assessment fees, and other revenue or customer-oriented taxes.

Assign, monitor, and supervise the work of subordinate staff; coordinate the training of unit staff; participate in the selection and hiring of staff; conduct performance evaluations.

Coordinate accounting and assigned activities with other departments and outside agencies; confer with City departments regarding procedures, policies, reporting requirements, and status of accounting activities.

Maintain general ledger and subsidiary ledgers of various funds; perform year-end review of accounts, prepare adjusting and closing entries, and prepare year-end financial statements; reconcile information produced by automated reporting systems and accounting records

Perform a variety of research, analysis, and reporting duties including research and analysis on various segments of City operations; collect and analyze data and information including information on practices, policies, and procedures.

Review expenditures to ensure that they are within budget guidelines.

Monitor financial data collection systems.

Serve as Acting Department Head as required.

QUALIFICATIONS

Knowledge of:

The principles and practices of general, fund, and municipal governmental accounting and financial reporting; principles and practices of financial administration including budgeting, revenue collection and financial reporting; modern office practices, procedures, methods and equipment; laws regulating public finance (for municipalities and redevelopment agencies); principles and practices of supervision, training and performance evaluation; data processing systems and practices; English usage, correct spelling, punctuation, vocabulary, and grammar; effective methods of verbal communication; personal computer systems and associated hardware and software utilized for financial and accounting purposes.

Ability to:

Analyze, interpret and explain department and City policies and procedures; collect, analyze, and interpret complex information and data including complex financial data; interpret state and federal regulations pertaining to municipal accounting and grant funds; develop and recommend acquisition of automated accounting systems and procedures; assist and train users on automated accounting/financial systems; prepare varied financial statements, budgets, reports and analyses; supervise, train and evaluate the performance of assigned staff; supervise activities in the assigned areas of responsibility; communicate effectively both verbally and in writing; organize and prioritize a variety of projects in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; establish and maintain effective working relations with those contacted during the course of the work; utilize appropriate computer systems, software and equipment in the performance of the work; and perform related work as required.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Education:

Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business or public administration. A master's degree is desirable.

Experience:

Three years of progressively responsible experience in governmental accounting, including two years of supervisory or lead experience.

Licenses/Certificates:

Possession of a valid California Driver's License with a satisfactory driving record OR

demonstrated ability to travel to various locations in a timely manner as required in the performance of duties.

Special Requirements:

Must be able to attend evening and weekend meetings and/or events, as required. Typical work would consist of using personal computer and telephone, and filing documents. Field work may involve traveling by foot outdoors in all climates. Must have eyesight sufficient to read data, memos, plans, working drawings, engineering plans, computer screens, vouchers; manual dexterity to operate a personal computer, typewriter or word processor; ability to sit for extended periods; ability to lift and carry objects weighing up to 25 pounds, stand, walk, bend, reach above and below shoulders.