

**CLASS TITLE: SUPERVISOR OF FISCAL SERVICES
(DEPARTMENT OF ADMINISTRATION)**

**Class Code: 02645400
Pay Grade: 36A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to be responsible for monitoring and evaluating the fiscal activities relative to the department's business services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement and initiative; work is reviewed for results attained and conformance to established policies, provisions of law, rules, regulations and departmental objectives..

SUPERVISION EXERCISED: Supervises and reviews the work of a technical and clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration, to be responsible for monitoring and evaluating the fiscal activities relative to business services.

To be responsible for and participate in the preparation and execution of the department's budget; and to assist in providing the department with business management service.

To conduct studies and surveys of a financial and accounting nature and to recommend new or modifications in existing financial, accounting and data collection system.

To provide statistical data and analysis to a superior concerning business services.

To be responsible for maintaining various accounts of departmental funds and providing technical control in the execution in order to insure compliance with established procedures and allotments.

To assist, and when necessary act as the liaison for superior(s) in coordinating financial and business management services and to assist in the development and implementation of new financial/business management programs.

To provide information and advice to various Departments involving business management services and fiscal development.

To prepare reports of a statistical, financial and business management nature.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of business management and accounting; a working knowledge of the principal and practices of governmental finances and budget formulation; the ability to assist in the preparation, analysis and presentation of departmental budgets and estimates of anticipated expenditures and receipts; the ability to conduct financial studies and develop plans for their expansion or modification; the ability to act as a liaison in dealing with various departments relative to business management services and fiscal activities; the ability to supervise and review the work of technical and clerical subordinates; the ability to prepare statistical and financial reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree from a college of recognized standing with specialization in Business Administration or Accounting; and

Experience: Such as may have been gained through: employment in a responsible supervisory capacity in the field of fiscal management and/or program development.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 22, 1992

Editorial Review: 3/15/03