

Fiscal Support Supervisor

Definition:

Under general direction, to perform full supervisory duties and complex fiscal support activities, which include coordinating projects; analyzing and researching complex billing problems; overseeing billing and collections; and, developing methods, policies and procedures for area of assignment.

This is the supervisory level of the fiscal support series. It is distinguished by the responsibility for complex and difficult paraprofessional accounting work. The Fiscal Support Supervisor is further distinguished from the Fiscal Support Specialist by its full supervisory responsibilities.

Essential Functions:

- Supervises fiscal support staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations.
- Supervises the day-to-day operational activities in an assigned area of responsibility; develops and implements operational policies and procedures.
- Assists customers and employees with requests for information over the phone and in person; researches and resolves complex customer problems.
- Reviews, processes, records, and oversees a variety of reports, receivables, payables, deposits, forms, applications, statements, reports, and/or other related documents.
- Serves as a liaison between assigned operational area and employees, external vendors, and/or other interested parties.
- Compiles and maintains financial and statistical data records; prepares and distributes related reports.
- Prepares complex financial documents, which may include proposals and analytical documents.
- Coordinates special projects related to financial information in assigned area of responsibility.
- Participates in a variety of meetings.
- Performs other duties of similar nature or level as required.

Employment Standards:

High School Diploma, or G.E.D., and four years of progressively responsible fiscal support, bookkeeping, accounting support or experience related to the area of assignment, including one year of lead or supervisory experience; or, an equivalent combination of education and experience sufficient to obtain the knowledge and skill to successfully perform the essential duties of the job.

Knowledge of: supervisory principles; applicable local, state, and federal laws, rules, and regulations; basic accounting principles; processes and procedures in assigned area of responsibility; bookkeeping principles; standard office equipment and procedures; data entry techniques; customer service principles; recordkeeping methods.

Skill in: monitoring and evaluating work; prioritizing and assigning work; reading, comprehending, and explaining applicable laws, rules, regulations, policies, and guidelines; supervising program support activities; using computers and related software applications; performing mathematical calculations; balancing and reconciling financial accounts; preparing reports; resolving conflict; conducting research; filing and maintaining records; using standard office equipment; providing customer service; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.