

SUPERVISOR OF FISCAL SERVICES (VILLAGES)

DISTINGUISHING FEATURES OF THE CLASS: This is broad technical accounting and supervisory work involving responsibility for the planning and administration of a complex system of accounts, cash flow accountancy and the implementation of an investment program for a village. Supervision is received from the Mayor and supervision is exercised over a number of account keeping and payroll personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the revenue, receivable, cash management functions and payroll procedure;
Prepares the annual state financial report;
Works with the Mayor and Village Treasurer in the formulation of accounting policies and banking procedures;
Participates in the sale of bonds and all phases of bonding with bond counsel and financial advisor;
Supervises and coordinates monies for special projects (federal and state);
Maintains file of resolutions pertaining to payments, budget, fixed assets, bids, grants and capital projects;
Works with Mayor and Village Treasurer to set up financial record keeping, reporting and accounting procedures in various departments;
Audits computer-generated monthly expenditure reports, revenues, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of accounting principles, practices and techniques, particularly as they relate to governmental accounting; good knowledge of payroll operations; good knowledge of office terminology, procedures and equipment; good knowledge of terms and practices used in investment of public funds; good knowledge of office management and supervisory techniques; ability to comply with complex oral and written instructions; ability to maintain and audit comprehensive accounting records, to prepare closing entries and financial statements and reports.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher which included or was supplemented by twenty-four (24) credit hours in accounting and five (5) years of general post education accounting experience, at least two (2) years of which included supervision of personnel involved in the preparation and maintenance of general ledgers, financial statements and budgets.

NOTE: Twenty-four (24) additional credit hours in accounting may be substituted for two (2) years of the required experience; certification as a C.P.A. may be substituted for three (3) years of the required experience. In each instance, the requirement of two (2) years of supervisory experience must have been met.