

## **FISCAL OPERATIONS SUPERVISOR**

### **Definition:**

Under general direction organizes, coordinates, and supervises the work of payroll technicians and account clerks that perform payroll and accounts payable functions; oversees the day-to-day operations of payroll and accounts payable functions; analyzes, develops, and recommends improvements to the payroll and accounts payable processes and systems; ensures accurate disbursements of funds for payment of salaries, benefits, and vendor payments; and other duties as assigned.

### **Essential Duties and Responsibilities:**

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans, organizes, supervises, coordinates, monitors, and troubleshoots the City's payroll processing functions.

Works with Human Resources to ensure all contracts, pay ordinances, administrative guidelines, and federal and state laws are implemented and correctly adhered to as they pertain to payroll.

Reviews payroll for accuracy, including but not limited to annual increases, collective bargaining increases, wage garnishments, special pays, payroll deductions and retirement calculations.

Participates in the analysis, development, implementation, and modification of automated fiscal systems to improve efficiencies and accuracy; may coordinate system customization to meet the needs of departments and/or sound financial practices; troubleshoots problems and sees to their resolution; develops internal procedures and documentation for implementation of changes.

Oversees state and federal quarterly and annual reports such as IRS Form 941 and W-2's.

Works with Human Resources to interpret, apply, and explain City policies and procedures, laws, and regulations related to payroll, including tax regulations, Fair Labor Standards Act (FLSA), California Public Employees Retirement System (CalPERS) law, personnel rules, and memorandums of agreements.

Reviews the processing and correcting of computer-generated reports each pay period prior to finalization of payroll including calculation and processing of retroactive payments under labor agreements.

Provides input into labor contract proposals regarding feasibility, efficiency, compliance, impact on and/or cost to the payroll system; reviews and implements the results of labor contract negotiations to assure all City contractual obligations are fairly applied and executed.

Schedules, coordinates, and supervises the work of assigned staff; assists in the selection, training, and evaluation of assigned staff.

Evaluates and implements accounting processes for operational efficiency and effectiveness.

Plans, supervises, and performs more complex accounts payable duties involving processing, recording, and reporting on accounts payable and cash disbursements.

Develops, implements, and maintains compliance with policies and procedures for accounts payable and cash disbursement functions.

Ensures timely processing of vendor invoices and expense reports for accuracy and eligibility of payment.

Reviews and approves vendor invoice payments for accurate financial records and reports.

Oversees monthly and fiscal year end closing procedures working with accountants and City departments.

Oversees reconciliation of payroll and accounts payable accounts.

Conducts, attends, and participates in a variety of team or departmental meetings.

Supports and executes strategic initiatives relating to fiscal operations.

Operates modern office equipment including computer equipment and specialized software application programs to compose/prepare a variety of correspondence and reports including performance, inspection, and safety reports.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Drives a vehicle on City business.

Lifts and carries boxes of accounting records and files weighing 30 pounds or less.

**Class Characteristics:**

Fiscal Operations Supervisor is a single incumbent position within the Administrative Services Department requiring specialized knowledge of payroll, disbursements, and invoicing functions. The incumbent provides supervision to payroll technicians, account clerks and clerical staff as assigned.

Confidential Designation: An employee in this classification may have access to the decisions or decision-making process of the City concerning matters related to employer-employee relations and may have access to or may prepare confidential materials relating to employer-employee relations.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Working knowledge of the principles and practices of public payroll and benefit systems including knowledge of applicable federal, state and city laws, regulations, rules and policies and procedures.

Municipal government structure and programs.

Methods of analysis and research techniques.

Basic math, including the ability to add, subtract, multiply, divide, and compute percentages.

Computerized financial accounting systems and other computer applications as they relate to area assigned.

Internal control procedures and concepts.

Effective supervisory techniques.

Record keeping and report writing techniques.

Public relations and customer service techniques.

Negotiating and conflict resolution techniques.

English usage, spelling, grammar, and punctuation.

Modern office practices, methods and computer equipment and applications related to the work.

**AND**

**Ability to:**

Explain and interpret accounting concepts related to payroll and accounts payable functions.

Develop and modify accounting systems and financial reporting practices.

Analyze complex accounting and financial problems and prepare clear and accurate financial reports.

Communicate effectively orally and in writing.

Maintain the confidentiality of sensitive payroll and accounting related data.

Use independent judgment and initiative to make sound decisions in accordance with established procedures and policies; identify solutions and make recommendations in support of division and department goals and objectives.

Supervise, train, and evaluate assigned staff; determine work priorities and schedule, organize, assign, and coordinate the work of crews and individuals.

Assist in employee selection, training, supervision, and evaluation.

Understand and implement laws, rules, and regulations applicable to area of assignment.

Adhere to multiple deadlines and handle multiple projects.

Understand and carry out oral and written instructions; initiate and carry out required procedural assignments.

Prepare reports and compose correspondence.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; meet and serve the public with professionalism, courtesy, and tact.

Resolve conflicts in a fair and amicable manner.

Handle job stress and maintain composure in public settings.

Operate modern office equipment including computer equipment and applicable and specialized software.

### **Education and Experience**

Any combination of training and experience, which provides the required knowledge, skills, and abilities is considered qualifying. A typical way to obtain the required qualifications is:

A Bachelor's Degree in Finance, Accounting or a closely related field from an accredited college or university.

### **AND**

Three years of related professional experience to include one year of lead or supervisory experience.

### **Special Requirements:**

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.

Must be able to work a flexible schedule to accommodate City needs.

Operate adding and calculating equipment with speed and accuracy.

Per California Code §3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office environment and requires sitting for prolonged periods of time using a computer keyboard and screen. The incumbent stands, walks, twists, reaches, bends, crouches and kneels and may grasp, push, pull, drag and lift boxes of accounting records and files weighing 30 pounds or less. The incumbent may drive a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

Established September 2022