

FISCAL SERVICES SUPERVISOR

DEFINITION

Under general direction, to plan, organize, direct, and supervise an assigned area of the Superior Court of California, County of San Francisco Fiscal Services Unit, such as purchasing and accounts payable or revenue; to assist with the development and control of the Court budget; to perform complex professional accounting work; to prepare a variety of financial reports and statements; to perform special projects; to provide general assistance and answer questions regarding Superior Court of California, County of San Francisco fiscal management systems and policies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full supervisory class for providing day-to-day direction, supervision, and oversight of an assigned area and functions in the Superior Court of California, County of San Francisco Fiscal Services Unit. An incumbent performs a variety of complex financial management and accounting work, as well as exercising supervisory responsibilities.

REPORTS TO

Director, Fiscal Services.

CLASSIFICATIONS SUPERVISED

Fiscal Technician and Senior Fiscal Technician.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervises, trains, and evaluates the work of assigned staff; develops and prepares a variety of financial reports and statements required by other government agencies; assists with the development, management, and control of the Superior Court of California, County of San Francisco budget; oversees Court purchasing functions and activities, reviewing documents and authorizing payments; directs accounts payable activities and ensures maintenance of proper accounting records; performs evaluations of services and equipment prior to purchase; develops and prepares contracts for the procurement of goods and services; reviews and authorizes refund payments for fines; audits and posts funds which are collected daily in various Court units; prepares and submits direct payment vouchers; reconciles trust accounts; reviews and approves revenue related adjustments and journal entries; may assist with monitoring budget expenditures and summarizing expenditure variances; resolves purchasing, accounting and revenue issues with other agencies, such as the City and County of San Francisco Controller's Office or the

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Administrative Office of the Courts; may assist with preparation of financial projections for development of future budgets; assists with the with the development and use of automated fiscal systems; provides staff training in automated fiscal system use; performs special projects and analyses, as assigned by the Director, Fiscal Services; represents the Fiscal Services Unit in contacts with other Court units, and government agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Functions, organizations, programs, and policies of the Superior Court of California, County of San Francisco and the Fiscal Services Unit.
- General accounting theory, principles, and practices, and their application to a variety of accounting and fiscal management transactions and problems.
- Laws, rules, regulations, and policies affecting the financial operations and financial transactions of the Superior Court of California, County of San Francisco.
- Government budgeting and cost accounting.
- Fiscal and program auditing theory, principles, and techniques, and their application to government finance and court operations.
- Principles of account classification.
- Financial projection techniques.
- Purchasing methods and procedures.
- Computerized financial management and accounting systems.
- Principles of supervision, training, and work evaluation.

Ability to:

- Provide supervision, training, and work evaluation for assigned staff.
- Perform a wide variety of complex accounting, auditing, and financial transaction work.
- Analyze and evaluate financial, program, and operational information, researching and gathering appropriate data to resolve problems.

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- Monitor and update fiscal, program, and operating records.
- Develop objective purchasing analyses and recommendations for Court management.
- Oversee the preparation and prepare a variety of financial and audit reports and statements.
- Organize and present ideas and recommendations both orally and in writing.
- Develop and monitor budgets.
- Organize statistical and narrative information in a clear, concise manner.
- Interpret State, Federal, and local laws, codes, and regulations regarding Court financial management responsibilities and functions.
- Assist with the development and utilization of computerized accounting and financial management systems.
- Effectively represent the Superior Court of California, County of San Francisco and the Fiscal Services Unit with the public, other Court staff, and other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three years of responsible professional work experience in accounting, auditing, and financial analysis work, preferably including at least one year in a lead or supervisory capacity.

Special Requirements:

An incumbent may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.