

**CITY OF CONCORD
CLASS SPECIFICATION**

**CLASS TITLE: FISCAL SUPERVISOR - FINANCE
DEPARTMENT: FINANCE
REPORTS TO: CONTROLLER**

**JOB CODE: 5009
DATE: 01/11**

JOB SUMMARY:

Supervises the work unit responsible for processing the City's weekly payroll, accounts payable payments, and miscellaneous accounts receivable billing invoices/statements; maintains work schedules for each Fiscal Technician as well as plans, organizes, assigns, directs, reviews, and evaluates their work. Coordinates and reviews open purchase order list with project managers for reconciliation/reporting; monitors and provides CIP assistance to internal customers; liaison for city banking, NH Retirement System, and New World System software for areas of responsibility; responsible for calculation of employee disability payments and repayment plans; prepares various payroll and tax reporting documents, responsible for general ledger reconciliation and posting journal entries; handles various accounts payable functions, is credit card administrator for City's purchasing card program, generates analysis and reports on areas of responsibility.

ESSENTIAL JOB FUNCTIONS:

Operations:

Supervises the work unit responsible for city-wide payroll, accounts payable, and miscellaneous accounts receivable; maintains work schedules for each Fiscal Technician as well as plans, organizes, assigns, directs, reviews, and evaluates their work

Develops and assists work unit in implementing new office procedures to meet federal, state, and local rules, regulations and new software requirements.

Supervises and ensures accurate and timely processing of city-wide payroll and weekly federal taxes, accounts payable (monitors accounts payable CIP payment requests and accounts payable retaining requests) and miscellaneous accounts receivable billing activities.

Calculates and processes adjustments to payroll for Short-term disability and Worker's Compensation claims and communicates repayment requirements to employees.

Ensures compliance with operating procedures, union agreements personnel rules, Federal Wage and Hour Laws, NH Department of Labor and IRS laws. Understands and executes the system of internal controls under the direction of the Controller with regards to payroll, accounts payable and accounts receivable.

Review, research and analyzes computer system reports for proper taxation methods in both the accounts payable vendor and employee/employer payroll master files.

Generates fiscal year-end, calendar year end and software upgrade schedules for city-wide processing of payroll, accounts payable and miscellaneous accounts receivable activities.

Reporting:

Prepares quarterly IRS 941 reports and other annual IRS tax reports such as 1099 and W2

Miscellaneous duties:

Assists with city's yearly Cafeteria 125 Plan signups.

Conducts city-wide training for accounts payable, payroll, and miscellaneous accounts receivable software enhancements.

Analyze, research and resolve payroll, accounts payable, miscellaneous accounts receivable customer inquires as needed.

Reviews for accuracy and posts various city-wide payroll, accounts payable, miscellaneous accounts receivable, purchasing and general ledger journals in computer software. Also make necessary correcting payroll general ledger journal entries when batch does not validate.

Coordinates and reviews open purchase order list with project managers for quarterly and year end reconciliation/reporting.

New World System software liaison for payroll, accounts payable and miscellaneous billing modules.

Bank liaison for various payroll and accounts payable banking activities and performs inquires and requests in the bank's money manager software.

NH Retirement liaison for payroll inquires.

Reconciles general ledger balance sheet accounts associated with payroll and accounts payable software modules and identifies the need for and recommends journal entries.

Assists Controller by analyzing payroll, accounts payable and miscellaneous billing activities and generating/creating reports as requested.

Serves on various committees to develop and enhance workflow processes pertaining to payroll, accounts payable and miscellaneous accounts receivable.

Credit card administrator for City's purchasing card program.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Personal Computer	Calculator
Multi-Line Phones	Fax Machine	Copier
Postage Machine		

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's Degree from an accredited two-year institution or technical school in business or accounting and four years of related accounting clerical and supervisory experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Functions and operations of specific area of assignment (payroll, accounts payable, accounts receivable)

Basic Supervision

Basic mathematical and statistical computations, including addition, subtraction, multiplication, division, percentages, and ratios.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Basic accounting procedures.

Computer applications related to the work.

Basic budgetary principles and practices.

General office policies and procedures.

Union agreements and personnel rules.

Skill in:

Planning, organizing, assigning, directing, reviewing, and evaluating work performed by staff.

Performing basic mathematical and statistical computations.

Applying basic accounting procedures to financial operations.

Identifying and analyzing procedural operational problems and recommending solutions.

Preparing clear and concise reports, correspondence, and other written materials.

Compiling and organizing information for report preparation.

Communicating clearly and effectively, orally and in writing.

Rapidly entering and retrieving information using a computer.

Mental and Physical Abilities to:

Read, understand, and use judgment in the application of laws and regulations to area of assignment.

Establish and maintain effective working relationships with others.

Understand and carry out written and oral instructions.

Work in an open office environment with several activities and conversations taking place simultaneously.

Perform duties while sitting at a desk or table.

Frequently lift light objects.

Occasionally lift heavy objects.

Climb ladders.

Use tools or equipment requiring a high degree of dexterity.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.