

**SAN JUAN BASIN PUBLIC HEALTH
CLASS SPECIFICATION
Finance Supervisor**

<u>JOB FAMILY</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Finance	C42	Exempt

<u>CLASS SUMMARY:</u>
<p>This class is the second level in a two-level Finance Series devoted to the daily oversight and administration of accounting functions. Incumbents, as assigned, administer the accounting of SJBPH receipts and revenues; prepare financial reports; maintain general ledgers and detail of accounts; reconcile accounts; ensure financial controls are followed; respond to requests for financial regulation information; prepare invoices to agencies and funders to assure timely reimbursement and fiscal compliance; perform closing activities; and administer contracting process including preparing agreements and negotiating terms. Incumbents supervise clerical staff, including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.</p>

<u>ESSENTIAL DUTIES:</u>
<p><i>This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of SJBPH.</i></p>
Supervises clerical staff including conducting performance evaluations, coordinating training, and implementing hiring, discipline, and termination procedures.
Administers and oversees the accounting processes for accounts receivable, accounts payable and payroll reporting activities; prepares, reviews and oversees the processing of accounting and financial transactions, and the management of grant revenue; and monitors compliance with regulations, policies, procedures and contractual obligations.
Receives and responds to inquiries and requests for SJBPH financial information; compiles information requested by external auditors and assists with audit administration.
Assists program managers with funding and budgeting fiscal requirements and application processes; provides information and technical assistance regarding applicable policies, rules and regulations; and monitors adherence to financial controls and government regulations.
Administers and accounts for SJBPH revenues, intergovernmental receipts, medical billing and other forms of indirect revenue and cash receipts.
Administers billing and invoicing processes and related financial reporting; tracks payment history and manages aged accounts; accounts for uncollectible revenue; and reconciles subsidiary ledgers to financial statements.
Assists in maintaining general ledger and detail account balances; performs monthly account reconciliations and general ledger closing activities; process monthly payroll reporting; and assists in the preparation of financial reports for management and the Board.

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ESSENTIAL DUTIES:

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Administers and maintains filing systems and detailed documentation support for journal entries, fund accounting and general ledger account maintenance.

Prepares annual accounts payable reporting including 1099 miscellaneous income payment reporting; reviews, negotiates terms and prepares annual agreements and renewal documents.

Drives and maintains the ability to operate a motor vehicle as required in the provision of assigned duties.

Performs other duties of a similar nature and level as assigned.

TRAINING AND EXPERIENCE:

Bachelor's Degree in finance, accounting, business administration or directly related field and five years of financial analysis or accounting experience including two years of public sector experience.

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above, unless otherwise subject to any other requirements set forth in law or regulation.

LICENSING/CERTIFICATIONS:

- Valid Colorado Driver's License.

KNOWLEDGE OF:

- Supervisory principles, practices and techniques.
- Accounting principles and practices.
- Applicable Governmental Accounting Standards Board pronouncements.
- Principles and practices of program administration and management.
- Principles and applications of critical thinking and analysis.
- Principles and methods of qualitative and quantitative research.
- Grants and contracts management practices.
- Records management principles.
- Applicable federal, state and local laws, codes, regulations (based on assignment).
- Customer service principles.
- Specialized equipment relevant to area of assignment.
- Modern office technology.
- Health Insurance Portability and Accountability Act.

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SKILL IN:

- Supervising and evaluating staff performance.
- Training and coaching staff.
- Administering accounting processes and providing oversight of related transactions.
- Monitoring and administering general ledger account activity.
- Reconciling accounts and performing adjusting entries.
- Providing direction to others in order to meet standards.
- Interpreting, monitoring and reporting financial information and statistics.
- Gathering data, analyzing findings and applying logic and reason.
- Exercising confidentiality.
- Authoring original reports and documents.
- Monitoring schedules and meeting reporting deadlines.
- Auditing and reconciling financial information against source documents and accounting transactions.
- Interpreting and applying applicable laws, codes, regulations and standards (based on assignment).
- Providing customer service.
- Utilizing a computer and relevant software applications.
- Utilizing communication and interpersonal skills as applied to interactions with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Working Conditions:

Work is routinely performed in an indoor, office environment.

Emergency Preparedness:

Must participate from time to time in Disaster Preparedness and emergency events.

NOTE:

This job classification description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and Fair Labor Standards Act (FLSA) designation may vary based on the specific tasks assigned to the position.

CLASS HISTORY INFORMATION:

Date: (03/2017)

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CLASS SPECIFICATION**

Finance Supervisor

Approved by:

(Supervisor – Signature)	(Title)	(Date)

Reviewed by:

(Human Resource Director – Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with San Juan Basin Public Health is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of San Juan Basin Public Health. Further, all San Juan Basin Public Health employees understand and acknowledge that any loss of funding to SJBPH may result in employer restructuring, amended/eliminated job descriptions, and/or termination of employment.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with San Juan Basin Public Health policies, procedures, rules and regulations.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)