



City of Phoenix

FINANCE SUPERVISOR

JOB CODE 12400

Effective Date: 03/11

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise staff and plan and administer a wide range of activities in the Finance Department. Work involves the application of accepted professional techniques and knowledge to a variety of practices and problems relating to general accounting, treasury and debt management, payroll, procurement, contract administration, tax and licensing, and other services provided by the department. Examples of classifications supervised include Accountants, Tax Auditors, Contract Specialists and Buyers. The incumbent evaluates, develops, and recommends changes in systems and procedures, maintains controls and service levels, and is responsible for resolving the more complex issues and problems relating for an assigned section or division. Work is performed under general direction of a Deputy Finance Director or other supervisor and is evaluated primarily on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Supervises professional, paraprofessional, clerical and technical staff within a division of the Finance Department to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems;
- Reviews, provides guidance, or resolves difficult or complex problems and escalated complaints, disputes or inquiries;
- Evaluates workload, determines assignments, recommends or provides training, establishes performance objectives and priorities, and provides feedback, direction and guidance to staff;
- Develops, implements, and interprets City and departmental policies, procedures, and service standards in conjunction with management;
- Reviews technical and administrative reports, records, correspondence, statements, schedules, and other work products pertaining to department activities to verify details, monitor work activities, and evaluate performance;
- Represents the Finance Department and the City on a variety of committees and task forces and during interactions with private industry representatives;
- Directs or conducts the research and analysis of work problems, policies, procedures, and best practices, and provides written or verbal reports on findings and recommendations;



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- Assists in the preparation of complex analysis as requested by senior management and prepares reports, audits, and program recommendations;
- Ensures program or activity compliance by reviewing new standards, implementing new requirements, attending training, and providing direction to staff;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required knowledge, skills and abilities:

Knowledge of:

- Principles and practices of supervision and personnel management
- Advanced professional standards, practices, theories, and principles related to area of assignment.
- Business and management principles, such as strategic planning, resource allocation, leadership, and coordination of people and resources.
- Research techniques, methods, and procedures.
- Applicable local, state and federal laws, rules, regulations, codes, and/or statutes.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with customers, clients and the public using a telephone and in group and face-to-face, one-on-one settings.
- Comprehend and make inferences from material written in the English language.
- Work cooperatively with other employees, customers, clients, and the public.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Work under pressure (i.e., handling significant problems and tasks which come up simultaneously and/or unexpectedly).
- Work safely without presenting a direct threat to self or others.
- Work cooperatively with department staff, other City employees, and the public.

Additional Requirements:

Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.



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ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of professional experience in accounting, auditing, payroll, procurement, contract administration, tax and licensing, real estate, or financial systems, and a bachelor's degree in accounting or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.