

BLACK HAWK COUNTY
JOB DESCRIPTION
Financial Management Supervisor

Job Title: Financial Management Supervisor
Department: Treasurer
Salary Level: 270/GS20
FLSA Status: Exempt

BASIC FUNCTIONS AND RESPONSIBILITIES:

Performs administrative and supervisory work involving collection, disbursement, and investment of revenue, maintains complex financial records and accounts, supervises accounting staff, and performs related work as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Supervises accounting staff in accordance with County policies, collective bargaining agreements and applicable laws.
 - Responsibilities include: interviewing, hiring, training, appraising performance, planning, assigning and directing work, rewarding and disciplining, addressing complaints and resolving problems.
- Interprets data concerning investments, their price, yield, stability, and future trends according to daily stock and bond reports, financial periodicals, securities manuals and personal interviews.
- Researches and invests money for Bond issues as requested by Treasurer based on resolutions passed by Board of Supervisors for road/bridge/general funds, keeps debt schedules and make sure payments are processed.
- Responsible for disbursement and investments of revenue and transfers funds as necessary.
- Prepares departmental budgets including budget and forecast accounting.
- Acts as liaison with other agencies and departments by answering calls and questions and providing information.
 - Prepares monthly and semi-annual reports for the Auditor's Office and Board of Supervisors.
 - Compiles year-end reports and information for outside auditing firms as they request it.
- Responsible for monthly ACH transfers for property tax and motor vehicle payments and for return payments received.
- Is the Tyler Tax system Administrator for the department and is responsible for setting up new users, permissions, making changes as needed and print all end of year reports.
- Research tax payments made in error and refund or collect payment from appropriate individuals.
- Balance monthly claims and payroll accounts.
- Oversees internal Financial operations:
 - Directs the processing of receipts, deposit and collections and the maintenance of accounting and budget records. Makes sure all deadlines are met.
 - Establishes and oversees office methods and procedures.
 - Authorizes payments of invoices.
 - Responsible for giving approvals on the financial system for Treasurer's invoices, Journal entries and apportioning.
 - Purchases supplies needed by the department.
- Prepares contracts and calculates costs.
- Other duties as assigned.

SUPERVISION RECEIVED:

- Supervision is received from County Treasurer.

SUPERVISION EXERCISED:

- Functional and administrative supervision is exercised over accounting staff.

QUALIFICATIONS:

- Bachelor's Degree (B.A.) in Accounting or Business Administration field is required.
- Considerable (3-5Years) Experience in investment analysis, budget preparation, and supervision is required.
- Equivalent combination of education and experience may also be considered.

- Certified Public Accountant (CPA) is preferred.
- Demonstrated job-related experience in a governmental environment is preferred.
- Excellent written and verbal communication skills are required including the ability to write reports and business correspondence and present information to groups of managers, employees, financial institutions and the general public.
- Must possess Mathematical skills including the ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Must be proficient in computer software applications including accounting software.
- Must possess valid Iowa Driver's License and be insurable under the County guidelines.

WORK ENVIRONMENT AND PHYSICAL DEMANDS.

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Refer to the "Essential and Marginal Function Analysis" statement for a complete description of essential functions and functional requirements.