

FISCAL SERVICES SUPERVISOR

SUMMARY:

Under general supervision, oversees, reviews and analyzes financial transactions; prepares reports and a variety of financial functions related to the City's Water, Sewer, and stormwater enterprise funds and capital projects; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Prepares and reviews financial statements and reports related to Water, Sewer, and stormwater enterprise, capital project, and other funds.
2. Prepares and distributes Bond Fund project summary, contracts and grants status reports.
3. Monitors compliance with and/or interprets policies and procedures for accounting department staff.
4. Assists consultants and vendors with grant compliance requirements and City accounting procedures.
5. Conducts statistical and financial analysis utilizing a variety of database spreadsheets.
6. Maintains documents and records related to the Water, Sewer, and stormwater enterprise funds and capital projects.
7. Audits and/or assists external auditors related to the Water, Sewer, and stormwater enterprise funds and capital projects and grants.
8. Supervises work of departmental fiscal staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City's, federal and state laws, rules, and regulations governing accounting and finance, and grant requirements.
- Knowledge of City's budgetary process and procedures.
- Knowledge of capital projects funding mechanisms.
- Knowledge of governmental auditing, accounting and budgeting practices and procedures.
- Knowledge of management and supervision practices and procedures.
- Knowledge of recordkeeping/file maintenance of public financial records.
- Skill in computer hardware, software and peripherals utilized in accounting and finance
- Skill in prioritizing, assigning, reviewing and evaluating work.
- Skill in utilizing written and verbal communication in the development of presentations and reports.
- Skill in utilizing a variety of computer software databases to accurately analyze statistical, financial, and accounting information.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Accounting, Finance, Business Administration, or related field and five (5) years of progressively responsible government accounting and financial reporting, including one (1) year of lead or supervisory experience, or any equivalent combination of training and experience. A valid State of Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.