

# SUPERVISOR OF FISCAL SERVICES



## **Description:**

Under general direction, supervises and coordinates the San Bernardino County Fire Protection District's (County Fire) fiscal division's day to day activities involving planning, organizing and coordinating the tasks of fiscal support staff performing tasks relating to the examination, invoicing, collection, reconciliation and recording of financial and statistical records.

## **Distinguishing Characteristics:**

This class is characterized by responsibility for the supervision of a large, complex and varied fiscal unit. This class is distinguished from the class of Supervising Fiscal Specialist that may supervise smaller units performing fiscal work, by the supervision over a large fiscal support unit performing highly varied, complex and specialized functions which includes subordinate supervisors.

Positions in this class report to the Division Manager Fiscal Services.

## **Duties may include, but are not limited to:**

1. Supervises billing/collections and fiscal operations staff through line supervisors; assigns reviews and evaluates work; initiates disciplinary action; hires new staff; recommends additional staff.
2. Evaluates, plans, conducts, and coordinates studies of fiscal operations and collections, equipment needs, purchases, staffing, training, and space needs; prepares reports and implements changes.
3. Prepares and monitors fiscal, ambulance and cost recovery budget sections, monitors district budgets for appropriation or cash deficits, initiates or recommends corrective actions.
4. Reviews and authorizes various financial transactions from all County Fire divisions for processing; ensures funds are available for processing of grant related expenditures.
5. Prepares contracts and RFP's; monitors for compliance.
6. Works with IS to develop automated and computer systems for fiscal ambulance, cost recovery and OFM billing and collections; works with Division Manager of Support Services to maintain a smooth flow of purchasing and payments through fiscal, from warehouse and vehicle services.
7. Acts as a consultant and advisor for all County Fire fiscal, fund accounting, purchasing, billing and collections, fund balance, budget appropriation and cash problems.
8. Sets up and conducts training for all Fire Department purchasing, payables, ambulance and cost recovery, cash fund handling and travel/training policies and procedures.
9. Reviews and makes recommendations on new directives, legislation, county and department policies.

10. Develops, monitors and implements policies and procedures on all fiscal operations, including ambulance, hazmat permit, billing and collections of delinquent accounts, accounts payable and receivable, fund accounting, customer service, travel and training and purchasing.
11. Works with external/internal auditors on conducting division audits of purchasing, payables, cash handling procedures and audit cash funds, including ambulance and cost recovery receivables/collections
12. Conducts special studies relating to the development and implementation of office fiscal operations, policies and procedures.
13. Participates in meetings with various staff, including department heads, contract and other vendors, and various community groups.
14. Provides vacation or temporary relief as required.
15. Provides other duties as required.

**Typical Qualifications:**

A Bachelors Degree in Business, Public Administration or closely related field.

Five (5) years of progressively responsible fiscal or accounting support experience which includes billing/collections, three (3) years of which must have been in a lead or supervisory capacity. Must possess strong organizational skills, be proficient in Microsoft excel and word, have working knowledge of data bases and excellent written and oral communication skills. A strong background in receivables and collections is highly desirable.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 46179

**Salary Range:** N46

**Representation Unit:** Non-Represented

**Last Updated:** 9/28/09