

**COUNTY OF SOLANO**  
**CLASS SPECIFICATION**  
**FINANCIAL SERVICES SUPERVISOR**

Effective Date: 09/10/2014

**CLASS SUMMARY:**

Under general supervision, is responsible for the preparation, review and submission of the quarterly County Expense Claim for the California Department of Social Services and a variety of other financial and statistical reports; the monitoring of revenues generated by social services/public assistance programs (child welfare services, employment and eligibility, older and disabled adult services, and welfare administration); and the supervision of Accounting Technician and other clerical or technical classes in the accounting function. Serves as a member of the Department supervisory/managerial team.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from the:

- **Policy and Financial Analyst** class which oversees, plans, prepares, and analyzes budgets for program areas, conducts management analysis and high-level data analysis, provides decision support data essential for program planning and outcome measurements, and mentors analysts and other technical staff;
- **Staff Analyst** class which performs a variety of financial management roles to include preparing, reviewing, analyzing, auditing and monitoring budgets, expenditures, grants, and contracts; and conducts analytical studies involving the operations, programs and services of the department served to develop and/or improve systems and procedures and to recommend and implement solutions. Incumbents may provide supervision over a small clerical or technical support staff, however, financial management and analytical problem-solving are the major components of this class;
- **Accounting Supervisor** class which plans, organizes and supervises the work of a unit of accounting/clerical staff; assists in the development and implementation of an account records system; and serves as a member of the department's management/supervisory team; and
- **Accounting Technician** class which performs advanced accounting support, bookkeeping and statistical reporting and recording activities and/or leads the work of a unit performing these tasks; processes accounts payable and receivable; posts financial transactions to automated accounting system; researches and audits claims for accuracy and completeness; balances statements and produces fiscal reports; assists in budget preparation and projections; and may assist in the development and implementation of an account records system and automated system

**SUPERVISION RECEIVED AND EXERCISED:**

- General supervision is provided by a higher level financial analyst or manager.
- Employees in this class supervise employees in the Accounting Technician series and other clerical or technical classes in the accounting function.

**ESSENTIAL DUTIES:** This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Prepares, reconciles, submits and monitors the Social Services County Expense Claim which is the mechanism for claiming federal and state reimbursement for Social Services Programs: supervises and reviews posting of monthly salary, benefits, and other expenditures; reconciles data posted with the County's Financial Accounting System monthly reports; oversees calculations to determine salary costs pools and allocation of expenditures; oversees the use of State programs codes used by program staff as the basis for claiming revenue; supervises and reviews the preparation of a variety of statistical and financial reports for use in the completion and submission of the quarterly Social Services County Expense Claim; analyses and monitors increase/decrease in administrative expenditures from previous quarter(s); trains others in regard to the requirements and processes for completing the Social Services County Expense Claim.
- Receives/monitors revenue generated as a result of the County Expense Claim and the CA 800 Public Assistance claims: tracks reimbursements against the total dollars claimed; calculates and distributes revenues; prepares deposit permits and journal vouchers to transfer revenue appropriate accounts and reconciles general ledger accounts to assure that revenue is recognized and transferred to correct budgeted revenue accounts; prepares invoices for revenue contracts; prepares and verifies claims, vouchers, accruals, and yearend closing entries; compares revenue advances with actual expenditures.
- Supervises the preparation and submission of State required statistical reports for Social Services Programs; supervises preparation and submission of claims for reimbursement of expenditures for other programs including CalWIN and In Home Supportive Services Public Authority;
- Oversees the preparation of claims for reimbursement of County expenditures for Public Assistance Programs/Categorical Aid Claims; develops, prepares, and justifies the budget for public assistance programs; develops, prepares, analyzes and justifies midyear and third quarter projections based on actual expenditures, expenditure patterns, and historical data; posts, reviews and reconciles claims; advises supervisor and other managers of changes in laws, rules, regulations and practices which impact public assistance programs; prepares year-end expenditure reports for public assistance programs; reconciles monthly expenditures in the CalWIN system with expenditures in the Integrated Fund Accounting System (IFAS) in coordination with the Auditor-Controller's Office.
- Performs specials projects such as preparing Mock County Expense Claims, used to forecast annual revenue for the social services programs, assuming primary responsibility for preparing the Schedule of Expenditures of Federal Awards (SEFA) for social services/public assistance programs, providing budgetary support services; serving as a point of contact for the County's Single Audit staff and for California Department of Social Services auditors for matters concerning the County Expense Claim and the CA 800 claims; and meeting with representatives of other departments and agencies to exchange information pertaining to fiscal policies and procedures.
- Performs supervisory duties over Accounting Technician and other related classes such as:
  - assigning work and organizing, planning and scheduling staff's work activities and deadlines;
  - establishing standards for acceptable work products and evaluating performance;
  - monitoring work in progress, reviewing completed work and recognizing employees' work efforts and accomplishments;
  - responding to employee concerns and problems;

- proposing disciplinary actions;
- interviewing applicants and recommending selections;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
- providing instruction and/or guidance to employees in handling difficult or complex work problems, including providing supervision/oversight for complex state and federal reporting and claiming functions;
- reviewing and approving timesheets and requests for leave; and
- communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.
- Assists management in the administration of the unit by:
  - participating in the administration of the unit's budget by submitting budget recommendations, monitoring expenditures and approving routine purchases;
  - responding to customer complaints and recommending changes to improve customer service;
  - reviewing work unit procedures, practices and work methods to increase the effectiveness and efficiency of operations;
  - monitoring the achievement of goals and objectives of the unit; and
  - assisting in the evaluation of department programs and operations.
- Performs other duties of a similar nature or level as assigned.

**EDUCATION AND EXPERIENCE:**

- **Education:** Associate's degree or higher from an accredited college with a major in accounting, finance, business administration, or a closely related field;

**AND**

- **Experience:** Three years of full-time paid financial record keeping work in a fiscal or accounting area that requires knowledge of health/social services programs and claiming procedures.

**Note:** An additional two years of experience may substitute for the required AA degree as long as the applicant has completed at least three accounting, finance or business administration classes at an accredited college.

**LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:**

- Applicants may be required to possess a valid California Driver's License, Class C.

**Note:** If required, this license must be kept current while employed in this class.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.

- Social services and public assistance claiming procedures, processes and regulations.
- Principles and practices of auditing, budgeting, cost analysis, and fiscal management.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

**Skill and/or Ability to:**

- Supervise, evaluate, train, and develop staff and organize their work.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the office in meetings with representatives from various County and non-County organizations.
- Establish good relationships and provide customer service that meets unit goals and expectations.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

**PHYSICAL REQUIREMENTS :**

- Mobility and Dexterity: Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- Lifting, Carrying, Pushing and Pulling (Light Work): Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication.

**WORKING CONDITIONS:**

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.

**OTHER REQUIREMENTS:**

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents may be required to travel independently, for example, to attend meetings with other County employees, to attend meetings at other Counties or at the State level, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: 09/10/2014
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: 10/07/2014