TOWN OF GILBERT
CLASS SPECIFICATION
Fiscal Supervisor

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Fiscal	C44/C51	Exempt

CLASS SUMMARY:
This class is the fourth level in the Fiscal series. Incumbents are responsible for supervising paraprofessional and/or professional staff; overseeing day-to-day operations; planning operational activities; monitoring unit budget; identifying and resolving financial discrepancies; interpreting, applying and communicating applicable codes, laws, rules and regulations; training Town staff on policies and procedures; handling escalated customer service issues; coordinating activities with internal staff and external agencies; and, developing and implementing operational procedures.

ESSENTIAL DUTIES: *This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*	**PERCENT OF TIME**
Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 20%
Plans and oversees the daily operations of the organization's purchasing or tax audit functions. Reviews and provides guidance and approval in daily processing activities ensuring accuracy and compliance with applicable state, Federal and local regulations and with generally accepted accounting principles. Manages audits, identifies discrepancies and implements corrective actions.	Daily 25%
Researches and analyzes fiscal data and information. Develops and prepares related reports. Provides assessments and recommendations.	Weekly 15%
Provides training on and explains and interprets applicable policies, procedures and regulations. Responds to questions and requests for information from staff and the general public. Researches and resolves escalated disputes and issues. Collaborates with internal and external representatives to resolve issues.	Weekly 15%

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Develops, implements, and administers operating policies and procedures and monitors compliance. Develops and implements operating and/or program budget. Monitors expenditures to ensure compliance with approved budget.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to **Purchasing** may be responsible for:

- Coordinating, administering and supervising the procurement of materials and services for the Town;
- Overseeing and monitoring procurement bid and quotation processes and ensures regulatory compliance.

Positions assigned to **Tax Compliance** may be responsible for:

- Managing and administering the comprehensive transaction privilege tax compliance program for the Town;
- Overseeing the interpretation and application of the transaction privilege tax law for the taxpayer community;
- Conducting field and desk audits and reviews of taxpayers' compliance with applicable laws, policies and procedures.

TRAINING AND EXPERIENCE:

Bachelor's Degree in Accounting, Business Administration or Tax and five years of experience in assigned area of responsibility; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

Depending on area of assignment, requires:

- CPA
- CFE
- CPPB
- CPPO
- Valid Arizona Driver's License

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KNOWLEDGE OF:

- Supervisory principles, practices and techniques;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Generally Accepted Accounting Principles;
- Automated financial management systems;
- Modern office equipment.

SKILL IN:

- Supervising, monitoring and evaluating staff;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Providing leadership;
- Making sound decisions;
- Preparing and managing budgets;
- Applying critical reasoning;
- Resolving conflict;
- Applying diplomacy and tact;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, lifting, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to operating a motor vehicle, extreme temperatures and travel.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Purchasing Manager – C51
Tax Compliance Manager – C51

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NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)