

Richland County School District One, South Carolina

Classification Description

Classification Title: Financial Services Supervisor

Salary Range: \$60,329.00-\$84,045.00

240 days

FLSA: Exempt

General Statement of Job

Under limited supervision, performs perform financial analytical work and reconciliation work involving monitoring of revenues/expenditures, development and supervision of Medicaid reimbursement systems, and reimbursement of expenditures for federal, state, and local special revenue and construction funds. Reports to Financial Services Director.

Specific Duties and Responsibilities

Essential Functions:

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts or coordinates staff development training.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures, including Medicaid guidelines; initiates any actions necessary to correct deviations or violations.

Supervises processing of financial data to ensure accuracy, completeness, and compliance with applicable guidelines; reviews work completed by subordinate staff for accuracy, completeness, and compliance.

Monitors revenues and expenditures in accordance with federal, state, and local guidelines; reviews accuracy of expenditure budgets for new grant applications; monitors grant spending; prepares and verifies expenditure claims completed by other staff members; meets with project directors to obtain expenditure updates and provide financial assistance.

Analyzes balance sheet accounts; reviews accounting entries and analysis prepared by other staff members for accuracy and completeness.

Supervises and assists with preparation of the district's annual financial audit supplement schedule.

Monitors processing of Medicaid claims and resolves issues involving rejected Medicaid claims or non-compliance; works with District personnel and state/federal agencies to maximize Medicaid revenue; provides accurate and timely development of eligibility database and recipient eligibility listing, and validation of procedure codes and diagnosis codes.

Establishes new account codes for general funds; establishes and adds account codes or special revenue funds; assigns and adds fund account codes for new grants awarded to the District; assists other staff or other departments with account code questions.

Prepares and verifies monthly management reports.

Prepares and verifies year-end accrual journal entries prepared by other staff members.

Recoups uncollected accounts receivable balances.

Works with budget personnel to prepare special revenue budgets for approval by Board.

Prepares a variety of financial reports; ensures timely submission of all required reports to appropriate agencies or individuals.

Performs a variety of general accounting/bookkeeping functions, such as preparing journal entries, balancing accounts, calculating data, entering/posting financial data, balancing/reconciling reports, researching financial discrepancies, or maintaining financial records.

Provides budgetary input relating to area of assignment.

Prepares or completes various forms, reports, correspondence, performance appraisals, invoices, reimbursement expenditure forms, annual audit supplements, budget vs. actual reports, training agendas, spreadsheets, or other documents.

Receives various forms, reports, correspondence, year-to-date expenditure reports, balance sheets, staffing reports, encumbrance reports, Board packets, grant guidelines, Medicaid updates, accounting guidelines, policies, procedures, chart of accounts, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, accounting system, Medicaid system, e-mail, Internet, or other computer programs.

Communicates with supervisor, employees, other departments, school officials, school personnel, consultants, grant coordinators, funding agencies, government agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Minimum Education and Training

Requires a Bachelor's degree in accounting, business administration or public administration supplemented by two years of experience general accounting, governmental accounting, account analysis, budget administration, basic supervision, and personal computer operations; or any

equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Minimum Qualifications and Standards Required

Physical Requirements:

Must be physically able to operate a variety of machines and equipment, including a computer, calculator, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of five to ten pounds.

Data Conception:

Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications:

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability:

Requires the ability to read a variety of policy and procedures manuals, regulations and laws, financial documents, computer manuals, etc. Requires the ability to prepare reports, correspondence, performance appraisals, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence:

Requires the ability to apply rational systems to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists, and to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to apply influence systems in managing a staff, to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude:

Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions, and to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages, including governmental accounting.

Numerical Aptitude:

Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use accounting mathematics and statistics.

Form/Spatial Aptitude:

Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination:

Requires the ability to coordinate hands and eyes using office machinery.

Manual Dexterity:

Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination:

Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament:

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines.

Physical Communications:

Requires the ability to talk and/or hear (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Performance Evaluation Criteria

Job Knowledge:

Has thorough knowledge of the methods, procedures and policies of the Financial Services Department as they pertain to the performance of duties of the Financial Services Supervisor. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has thorough knowledge of the organization of the department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of Richland District One and other governmental agencies. Has knowledge of the principles and practices of public and business administration. Has extensive knowledge of governmental accounting and bookkeeping practices and procedures. Is able to plan, design and implement techniques for the efficient and effective collection of property accountability data. Is able to maintain complex accounting documents with precision and accuracy. Has skills in the use of computers, calculators, adding machines and other office machinery. Knows how to plan, organize and direct a clerical staff. Is able to perform employee evaluations and to make recommendations based on results. Knows how to apply supervisory and managerial concepts and principles. Has the ability to offer

training and assistance to co-workers and employees of other departments, as required. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret technical and financial materials, policies and laws, and related materials pertaining to the responsibilities of the job. Knows how to prepare reports, records, performance appraisals, etc. with accuracy. Has a comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work:

Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all District departments and divisions, co-workers and the public.

Quantity of Work:

Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the District.

Dependability:

Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, District policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance:

Attends and remains at work regularly and adheres to District policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm:

Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done, and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment:

Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur, and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation:

Accepts supervisory instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified (i.e., poor communications, variance with District policy or procedures, etc.). Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the District.

Relationships:

Shares knowledge with managers, supervisors and staff for mutual and district benefit. Contributes to maintaining high morale among all District employees. Develops and maintains cooperative and courteous relationships with department employees, staff and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the District and to project a good district image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the District. Emphasizes the importance of maintaining a positive image within the District. Interacts effectively with higher management, professionals and the public.

Coordination of Work:

Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety:

Adheres to all safety and housekeeping standards established by the District and various regulatory agencies. Sees that standards are not violated. Maintains a clean and orderly workplace.

Planning:

Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the District regarding the activities of the department, and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the District. Within constraints of District policy, formulates appropriate strategy and tactics for achieving departmental and District objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the District.

Organizing:

Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all District and department matters affecting them and/or of concern to them.

Staffing:

Works with the Human Resources Department and upper management, where appropriate, to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and the District. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

Leading:

Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of District goals and objectives.

Controlling:

Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of District standards, methods and procedures.

Delegating:

Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making:

Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

Creativity:

Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and District. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations:

Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints, and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation:

Has a clear and comprehensive understanding of District policies regarding the department and District function. Adheres to those policies in the discharge of duties and responsibilities, and ensures the same from subordinate staff.

Policy Formulation:

Keeps abreast of changes in operating philosophies and policies of the District and continually reviews department policies to ensure that any changes in District philosophy or practice are appropriately incorporated. Understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.