



# Fiscal Services Supervisor

Class Code:  
4823

Bargaining Unit: Alameda County Management Employees  
Association

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Apr 1, 1994  
Revision Date: Jan 21, 2009

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under direction, to supervise the clerical accounting staff in fiscal services; to perform professional and technical level accounting work; and to perform other related duties as assigned.

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Plans, organizes and supervises the accounting work of fiscal services; assigns and reviews work in progress; interviews and recommends candidates for hire; evaluates employee performance and behavior; trains new employees; recommends disciplinary action; and approves leave requests.
2. Supervises the preparation of a variety of governmental, accounting and statistical reports, including collection reports, jury fees and transportation reports, on-going encumbrances, returned/redeemed checks and microfilm billings.
3. May prepare a variety of monthly, quarterly and annual reports; revenue inventory; revenue and trust fund reconciliation, and indirect cost rate proposal; and manages and replenishes various revolving funds.
4. Develops and recommends accounting policies and procedures for the work unit, including automation of procedures; clarifies accounting procedures for staff and public; conducts special projects; analyzes and solves accounting problems.
5. May assist in preparation of annual budget and quarterly budget forecasts; assembles, reviews

and evaluates supporting technical accounting and statistical data.

6. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Either Option I

Education:

Possession of a Bachelor's degree from an accredited college or university in accounting or a related field, including general and governmental accounting. Additional technical accounting work may substitute for two years of the education on a year-to-year basis.

And

Experience:

The equivalent to two years of full-time professional accounting work experience.

### Or Option II

Education:

Possession of a Bachelor's degree from an accredited college or university in accounting or a related field, including general and governmental accounting. Additional technical accounting work may substitute for two years of the education on a year-to-year basis.

And

Experience:

The equivalent to four years of full-time technical accounting work experience.

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* theory, principles and procedures of governmental accounting; office management; laws and regulations effecting Court fiscal operations; principles and practices of supervision; word processing and spreadsheet software.

*Ability to* interpret and apply legal and administrative concepts to accounting functions; analyze administrative problems and recommend solutions; establish and maintain working relationships

with Court and County staff, government agencies and public; prepare written presentations; train and supervise others; and operate personal computers.

## **CLASSIFICATION HISTORY:**

Date established: 4/94

Dated revised: 7/96