

## **FINANCIAL SPECIALIST PROGRAM SUPERVISOR**

### **I. DEFINITION**

#### **FINANCIAL SPECIALIST PROGRAM SUPERVISOR**

This is supervisory work related to the provision of financial support which does not require the knowledge and application of accounting or auditing theory. Positions allocated to this title definition supervise positions which audit, code and process invoices, vouchers, and other financial documents; receive, document, and deposit monies received by an organization; participate in the development and maintenance of automated accounts payable, accounts receivable, and other financial systems; prepare and process grant and contract expenditure reports and records; compile financial data for journal entries; reconcile accounts; and produce reports. Positions at this level differ from those identified at the Financial Specialist Supervisor classification in that these positions require knowledge of the financial rules and regulations for a broader variety and complexity of funding sources and cost distribution patterns; develop and maintain more complex financial data recordkeeping systems using personal computers or other automated systems; require knowledge of multiple specialized or multiple program area(s) and their financial rules and regulations; a larger volume and number of preaudit programs; and a broader degree of decentralization of fiscal transactions within the institution.

Positions allocated to this classification supervise:

1. Financial Specialist 3, 4, and/or 5 positions
2. A combination of Fiscal Clerk and Financial Specialist 3, 4 and/or 5 positions
3. Non-financial positions at levels counterpart to the Financial Specialist 3 level and, in addition, spend the majority of the position's time on Financial Specialist duties
4. Financial or non-financial positions which are assigned to levels lower than the Financial Specialist 3 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist 5 level duties
5. Non-financial positions at levels counterpart to the Financial Specialist 4 and/or 5 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist duties.

Work is performed under general supervision.

### **II. QUALIFICATIONS**

Professional training in accounting or auditing such as that which would be acquired by earning a two year associate degree in accounting or auditing from an accredited post secondary college/university; or commensurate experience and training.

**III. RELATED POSITIONS**

Financial Specialist Supervisor  
Financial Program Supervisor  
Financial Officer