

FINANCIAL SPECIALIST SUPERVISOR

I. DEFINITION

FINANCIAL SPECIALIST 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 allocated to this title definition supervise:

1. Financial or non-financial positions which are assigned to levels lower than the Financial Specialist 1 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist 2 duties; or;
2. Objective-level financial or non-financial positions at levels counterpart to the Financial Specialist 1 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist 3 duties; or,
3. Financial Specialist 2 positions; a combination of Fiscal Clerk and Financial Specialist 2 positions; non-financial positions at levels counterpart to the Financial specialist 2 level and, in addition, spend the majority of the position's time on Financial Specialist duties; or supervise financial or non-financial positions which are assigned to levels lower than the Financial Specialist 2 level and, in addition, spend the majority of the supervisory position's time on Financial Specialist 4 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 Program Supervisor
Financial Program Supervisor
Financial Manager