

Finance Supervisor – Job Description Summary

Responsible for supervising and directing the finance functions, including general ledger, accounts payable and receivable, check processing, IRA processing, exception items, fixed asset, and cost accounting. Prepares periodic reports, reviews and reconciles data, and participates in the development of specialized financial data. Oversees and prepares entries and adjustments to records, files, and statements. Assists with financial and variance analyses, board packet information, and budget preparation. Ensures that acceptable production and quality standards are maintained. Ensures that finance functions are completed in accordance with established policies and standards and related governmental requirements. Directs, trains, supervises, and assists in appraising finance personnel.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Supervisory responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment