

Market Range Detail - Finance Support Supervisor

Effective Date

February 3, 2014

Market Range Title Description

Positions in this market range title are responsible for managing the financial activities for a small department or the daily oversight and supervision of a financial activity for a medium to large department. Incumbents supervise at least 2 finance support staff positions and otherwise spend a significant amount of time performing professional, senior level finance job duties. Supervisory responsibilities include developing performance plans, monitoring and evaluating performance, coaching and counseling staff, interviewing and hiring new staff and determining work priorities.

The Finance Support Supervisor works in collaboration with department management and the County's Office of Management and Budget and Department of Finance to ensure that the department consistently applies and is in compliance with the County's financial plans, policies, procedures, and practices and state and federal laws.

Typical job duties include: supervising daily financial operations; resolving complex financial and business issues; monitoring the department budget; evaluating department financial operations and providing recommendations for improvement; implementing new work processes, policies, and procedures; participating in department strategic planning; participating in the development and submission of the department's annual budget; performing complex financial analysis of department operations including forecasting, cost/benefit analysis, and cost projections.

This market range title is differentiated from the Finance/Business Analyst by a greater complexity and responsibility of work performed and supervisory responsibility. This market range title is further differentiated from the Finance Manager by the latter's greater scope of responsibility for all of the financial and budget activities of a larger department with a larger and more complex budget.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.19	\$29.67	\$36.14

Likely Minimum Qualifications

- Bachelor's degree in accounting, finance, or related field.
- Two years of professional level finance experience.
- Prior lead and/or supervisory experience preferred.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Department Assistant Finance Manager
- Finance Support Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.