



<b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b> 3/20/07	<b>CLASS TITLE:</b> CENTRAL SERVICES FINANCIAL SUPERVISOR	<b>CODE:</b> 64524
	<b>MAJOR AGENCIES:</b> PURCHASING DEPARTMENT	<b>PAGE</b> <u>2</u> <b>OF</b> <u>3</u>

**CLASS CONCEPT:**

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	Act as liaison for Central Services with internal and outside agencies. Answer inquiries on the billing process. Oversee the processing of all contracts to be placed on Board of County Commissioner's Agenda. Answer questions regarding contracts and the bidding process. Ensure that all contracts placed on BCC Agenda are properly encumbered and certified.	atmosphere as supervisor of work unit), 34f (handle sensitive inquiries from & contacts with officials & general public), 34i (resolve complaints from angry citizens, and government officials). <b><u>Skill in</u></b> 29 (equipment operation-personal computer).
5	Serve as financial system coordinator for Central Services. Research billing discrepancies. Process journal entries as necessary. Serve as a trainer for Financial System Training classes. Enter Central Services budget information into financial system. Monitor Central Services budgets and process transfers as needed.	
6	Reconcile and audit internet auction entries and process reimbursements. Coordinate auction activity with Stockroom Supervisor and Asset Disposal Specialist. Oversee that all auction entries are posted on shared drive. Audit payments received for auction items. Audit invoices from auction website. Process reimbursements to internal and outside agencies for auctioned property.  (Performs Related Duties As Required)	

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)  (Other Evidences May Be Substituted)	<b>TRAINING &amp; DEVELOPMENT:</b>
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**CLASS CONCEPT:**

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
7	<p>Monitor all cash receipts coming into Purchasing Office from Parking Garages, Internet Auction, Central Services payments, bid bonds, etc. Ensure that all receipts are deposited in the Treasurer's Office in a timely manner and that all receipts are verified and credited properly before being deposited.</p>	
8	<p>Oversee the operation of various financial and information data systems within the Central Services Departments. This includes the Risk Management Information System, and the Service Depot Vehicle Maintenance System and Fuel System, and On-Base imaging system. Monitor the functionality of each system and the integration of the various systems. Ensure that data is being entered into each system in a timely and proper manner. Ensure that needed reports are processed as needed.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

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