

Financial Supervisor

Job Summary:

The Financial Supervisor will oversee the organizations accounting systems, maintaining accurate records and financial documentation.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains clerical and professional accounting staff in the finance department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Duties/Responsibilities:

- Analyzes financial reports in relation to current budget and prior year information.
- Audits expenditures, ensuring compliance with the accounting procedures of the organization.
- Balances and reconciles accounts; adjusts and corrects daily journal entries.
- Monitors expenditures and prepares monthly financial statements and administrative reports.
- Provides technical support to clerical and professional staff.
- Prepares quarterly and annual statements.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Extensive knowledge of accounting concepts and principles.
- Ability to analyze and interpret financial data.
- Proficient with Microsoft Office Suite or similar software, and accounting and financial software.

Education and Experience:

- Bachelors degree in accounting, finance, or business administration required.
- Three to five years of managerial experience required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.