



The County of San Bernardino  
invites application for the position of

## Fiscal Services Administrative Supervisor II- ARMC\*

Job Number: 18-01095ARMCFS-01

### **SALARY**

\$33.12 - \$45.59 Hourly    \$5,740.80 - \$7,902.27 Monthly    \$68,889.60 - \$94,827.20 Annually

**APPLY BY:** 05/04/18 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

### **THE POSITION**

**Future Salary Increase:**

**3.0% Effective July 21, 2018**







**The County of San Bernardino** is recruiting for **Administrative Supervisors II** to oversee a large support staff via subordinate supervisors and conduct complex administrative functions. Positions will complete special studies, prepare and monitor a budget and financial operations, and oversee contracts/grant applications. Duties may include project management in areas such as new construction, remodels, future facility planning, ongoing operations, and lease review. *The list established from this recruitment will be used to fill vacancies as they occur.*

*\*Official Title- Administrative Supervisor II*

For more detailed information, please refer to the [Administrative Supervisor II](#)

**This exciting career opportunity offers excellent benefit packages that include:**

 Paid Time Off	 Health Benefits	 Retirement	 Additional Benefits
<ul style="list-style-type: none"> <li>• Up to 4 weeks accruable Vacation</li> <li>• 11 days accruable Sick Leave</li> <li>• 14 Paid Holidays</li> <li>• 16 hours Perfect Attendance Leave</li> </ul>	<ul style="list-style-type: none"> <li>• Medical and Dental – family coverage</li> <li>• Employer paid Vision coverage – employee only</li> <li>• Premium subsidies up to \$12,555 annually</li> <li>• Flexible Spending Account</li> </ul>	<ul style="list-style-type: none"> <li>• Generous Pension</li> <li>• 457(b) with .5-for-1 County match up to .5% of salary</li> <li>• Retirement Medical Trust Fund – County contribution of 1.5% of salary</li> <li>• <b>Retirement Reciprocity</b></li> </ul>	<ul style="list-style-type: none"> <li>• Flexible Work Schedule (9/80)</li> <li>• \$400 Education/Membership Reimbursement</li> <li>• Dependent Care Assistance Plan</li> <li>• Life Insurance</li> <li>• Short Term Disability</li> <li>• Commuter Services</li> </ul>

For additional benefits and details click the Administrative Services Unit benefits link below.

## **MINIMUM REQUIREMENTS**

**Education:** A bachelor's degree from an accredited college or university in Public/Business Administration, Accounting, Finance, or related field preferred.

**-AND-**

**Experience:** Three (3) years of **professional-level** experience managing accounts payable and accounts receivable; performing general ledger maintenance, project accounting, annual financial report preparation; ledger reconciliation; financial audits and other duties in an accounting or finance department. Qualifying experience **must include** one (1) year of full-scope supervisory experience over a support services staff.

*Applicants who possess an equivalent combination of qualifying experience and education may be considered. Clerical, technical, or support experience is not considered qualifying.*

## **DESIRED QUALIFICATIONS**

The ideal candidate will possess **ALL** of the following:

- Experience working in a hospital-based setting preferred.
- One (1) year of full-scope supervisory experience over a support services staff including hiring, coaching, and performance management **highly desired**.
- A/P supervisory experience.
- Knowledge and experience on supporting software systems with a preference on General Ledger and Patient Accounting systems.
- Ability to establish priorities, work independently, and complete objectives without supervision.
- Strong interpersonal skills for interacting with accountants, clients, and upper management.
- Ability to work collaboratively with other departments and agencies and have a strong background in budget and finance, contracts and grants management, compliance, and monitoring.
- Strong leadership, research and analytical skills, and proficiency in written/oral communication.

## **SELECTION PROCESS**

There will be a **competitive evaluation** based on the information provided in the Application and/or Resume and Supplemental Questionnaire. You are encouraged to include descriptions of your qualifying experience and thoroughly complete the Supplemental Questionnaire.

**[Please click HERE for important Applicant Information and the County Employment Process.](#)**

*The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.*

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Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

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