Downloaded from <https://www.velvetjobs.com/job-descriptions/finance-supervisor>

# Example of Finance Supervisor Job Description

Our company is looking to fill the role of finance supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for finance supervisor

* Assist in daily distribution of files
* Assemble loan documents and verify all appropriate documents are received and completed accurately
* Inputs loan information in funding system and ensures that all the validations are met before funding
* Works closely with auto dealerships
* Works closely with Regional Managers
* Interviews loan customers
* Responsible for interview process in hiring an supplying feedback for performance reviews for partnered funders
* Supervise all market center office staff
* Reviewing, mentoring and supervising staff of analysts
* Analyzing and reporting on enhancing profitability and growing the business

## Qualifications for finance supervisor

* Reviews and audits payroll, accounts payable, cash receipts, inventory, journal entries, reconciliations, for specific business units
* Coordinates all general accounting related needs of the hub and sites utilizing hub or Shared Service Center staff when appropriate
* Meets accounting operational standards by contributing financial information to strategic plans and reviews
* MBA is preferred, not required
* Oracle experience (11i or r12) is a huge plus
* Minimum of 2 years supervisory experience preferred or 3 years equivalent in a lead capacity in handling Physical Damage, Total Loss and Cancelable Product experience