

## ACCOUNTING SERVICES MANAGER

### FUNCTION OF THE JOB

Under direction, to manage the Accounting Services Division of the Department of Administration; to perform responsible supervisory and advanced professional work involving planning, organizing, managing, and directing a Countywide system of financial management and fiscal control; and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs and administers Countywide accounting services in the areas of payroll, accounts payable, general ledger, investment, and cash management.
2. Directs, coordinates, and serves as the system administrator for comprehensive and complex computerized systems in accounting, payroll, and fiscal reporting including design, implementation, maintenance, reengineering, and upgrades of the system.
3. Directs the development and maintenance of written policies and procedures covering all aspects of the accounting, cash management, and payroll systems.
4. Directs the analysis and review of the County's cash and investment accounts, and the administration of the County's investment portfolio; ensures adequate cash reserves and provides advice and recommendations regarding investment options to the County Treasurer.
5. Directs the analysis and reconciliation of the County's general ledger, and the preparation of detailed and complex financial statements and the Comprehensive Annual Financial Report that represents the county's financial position for review by national bond rating agencies.
6. Directs and/or performs a wide variety of complex financial analyses including costing, projections, and funding analysis.
7. Develops and administers Countywide accounting, internal control, fiscal, and payroll procedures; and consults with operating departments to insure that they are conforming with established accounting policies and procedures.
8. Directs the analysis and review of new accounting, investment, and payroll rules and regulations; and directs the implementation of changes necessary for compliance.
9. Ensures that the County's current accounting methods comply with generally accepted accounting principles, federal and state regulations, and county policies.
10. Directs the implementation of accounting structures for departmental and Countywide reorganization and re-engineering efforts.
11. Plans and coordinates the County's annual financial audit activities.
12. Develops and implements the division budget and strategic plan.
13. Selects, assigns, evaluates, supervises, trains, and handles personnel problems of staff.
14. Participates in and/or leads special projects and work groups, and makes presentations to the County Board and County Board Committees.
15. Establishes and maintains effective working relations with the general public, department heads, employees, federal, state and local officials, and outside agencies.
16. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Thorough knowledge of the modern principles and practices of governmental fiscal reporting and accounting, payroll, cash management, and investment and debt administration.
2. Thorough knowledge of generally accepted accounting principles as they apply to governmental

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

entities.

3. Thorough knowledge of state and federal regulations relating to governmental payroll, fiscal reporting and accounting, cash management, and investment and debt administration.
4. Comprehensive knowledge of the modern principles and practices of administration and management including budgeting, policy and procedure development, communications, staffing, and management and financial controls.
5. Comprehensive knowledge of data processing and computer capabilities and applications as used in payroll, accounting, and financial analysis.
6. Considerable knowledge of governmental appropriation and budgeting principles and practices.
7. Ability to gather, analyze, and evaluate data; maintain accurate and detailed records; and to prepare comprehensive recommendations and reports.
8. Ability to initiate, develop, and install administrative accounting and budgeting procedures and to evaluate their effectiveness.
9. Ability to plan, organize, and effectively carry out a variety of assignments and projects.
10. Ability to plan, organize, assign, supervise, and review the work of others.
11. Ability to establish and maintain effective working relationships with the general public, department heads, employees, federal, state and local officials, and outside agencies.
12. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
13. Ability to communicate effectively, both verbally and in writing, and to effectively present ideas, concepts and recommendations.
14. Ability to utilize word processing, database, and spreadsheet programs.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in accounting, business, or public administration or a closely related field.
2. Five (5) years of progressively responsible professional work experience as an accountant in the areas of payroll, general ledger maintenance, or computerized accounting systems administration. Prefer one (1) year of experience in governmental fund accounting.
3. Licensing as a certified public accountant (CPA) is desirable.
4. A master's degree in an area listed above may be substituted for one (1) year of the work experience requirement.