

JOB DESCRIPTION: **ACCOUNTING SERVICES MANAGER**DATE: **6/1/2022**

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	040
SUPERVISOR:	Director, Finance	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: In coordination with the Director, plan, organize and manage accounting and financial operations, fiscal staff and multiple distinct financial functions for the County. Prepare and analyze accounting, fiscal and statistical statements and reports. Plan, evaluate, implement and maintain financial systems. This position administers the functions of the Finance Department, which includes Accounts Payable, Accounts Receivable, Payroll, General Ledger, Fixed Assets, debt issuance and compliance, Grants and Contracts Accounting, and year-end reporting, including the Annual Comprehensive Financial Report (ACFR).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Assist in the preparation of the ACFR for the County and component units, including development of work schedules to meet audit deadlines, compilation and verification of all financial data, and preparation of closing entries, financial statements, footnotes, supporting schedules and prepare comprehensive narrative statements in support of the financial schedule and reports. Assist with implementation of new General Accounting Standards Board (GASB) pronouncements.

Provide informed advice on internal control, laws and regulations affecting fiscal activities, payroll and related issues. Review, update and implement policies and procedures on financial, accounting, internal control, payroll, grant fiscal management and related areas. Audit, propose changes in procedures and train staff in internal controls over accounting transactions and assets.

Manage, review and direct a variety of daily, monthly, quarterly and annual accounting, payroll and accounts payable tasks and transactions performed by staff.

Assist with oversight of finance and accounting activities of the department, including management of the general ledger, accounts payable and receivable, general purchasing, payroll, fixed assets and grant administration. Analyze and reconcile the County General Ledger. Review and ensure all accounting transactions are properly recorded in accordance with organizational policies, budgetary requirements and generally accepted governmental accounting standards.

Assist with new debt issuances, monitor debt covenants to ensure compliance, make required debt reporting, and review of scheduled and unscheduled payoffs as needed to reduce costs.

Oversee the maintenance of financial accounting systems and control records. Research, review and coordinate the design and implementation of financial Enterprise Resource Planning (ERP) and payroll systems and other programs as needed.

Develop and promote a high level of customer service among staff and with other County Departments. Work with other departments to evaluate accounting and financial analysis needs on an as-needed basis and as County Department's needs change. Provide assistance in account classification and maintenance of the general ledger. Develop uniform procedures and user-friendly resources and tools.

Analyze, reconcile and prepare financial reports for fiduciary accounts (including the property tax trust account), component units and other special purpose government funds.

Prepare financial forecasts, budget analysis and other management analysis projects to aid in financial transparency and prudent and timely decision making.

Manage the cost allocation process which feeds into County and grant budgets including proposer improvements in cost allocation methodology and utilization of appropriate specialty tools in its calculation.

Manage the capital improvement plan in coordination with multiple County departments; propose improvements in the process and tools utilized. Analyze funding sources and financing options, and route this information through appropriate and established oversight bodies and, ultimately, to the County budget. Provide accounting guidance and maintain policies and tracking tools for capital assets.

Assist with assessments of and improvements in business processes, internal controls, financial systems used by the Finance Department as well as those that do/could interface with financial systems and related activities in order to minimize County exposure to fraud and increase administrative efficiency.

Work closely with all finance staff to ensure efficient and effective use of public resources and compliance with expenditure authority and rules and regulations governing the expenditure of public funds by adhering to GAAP, GASB, GFOA guidance and code of professional ethics and other rules and regulations. Keep current on professional and technological trends including federal and state statutes, requirements of GAAP, GASB pronouncements, best practices in government accounting and financial processing through participation in professional conferences and seminars and other educational activities.

Assist the Finance Director in the management of the day-to-day operations of the department. Serve as technical accounting expert resource for the County, including assistance with comprehension of reports, ensuring accounting entries have been made correctly and provide software administration.

Maintain strong customer relationships with internal and external customers, which include other departments and the general public.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Ensure departmental compliance with same. Comply with all County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervise 1-5 departmental employees. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and

JOB DESCRIPTION: **ACCOUNTING SERVICES MANAGER**DATE: **6/1/2022**

applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints/grievances and resolving problems. Coordinate all personnel functions with Finance Director.

SUPERVISION RECEIVED: Work with considerable independence under the general supervision of the Finance Director who provides policy and administrative direction and reviews performance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION: Bachelor's degree in the field of accounting or related area plus five years of experience in accounting or a Master's Degree in the field of accounting or related area plus two years of work experience in accounting. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

EXPERIENCE: Local government/municipal experience is strongly preferred, including five (5) years of management/leadership experience in accounting and financial analysis. Understanding for and development of an ACFR. Planning, implementing, monitoring and evaluating the functional and technical components of finance and accounting services.

CERTIFICATIONS: CPFO (Certified Public Finance Officer) or CGFM (Certified Government Finance Manager) credential or willingness to study and earn these designations.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of generally accepted accounting principles for governmental entities, methods and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of complex accounting reports and analyses. Experience effectively using accounting software.

Ability to correlate and evaluate a large volume of complex written and numerical data. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of the personnel records and issues and other matters which may be encountered.

Ability to identify issues, develop analyses of alternative positions and impacts; makes data driven, defensible recommendations; takes calculated risks based on logical rational decision making processes; makes timely/responsive decisions; assumes responsibility for decisions made; and involves others appropriately in decision making processes.

Ability to integrate performance leadership into program activities, provide coaching and mentoring for improved success, provide personal recognition and celebrate successes and display characteristics of interpersonal influence.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

*Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.*