

ACCOUNTING MANAGER

JOB PURPOSE AND SUMMARY

Supervises, plans and coordinates the activities and operations of the accounting programs within the Auditor's Office; Oversees the development and implementation of county-wide accounting policies, procedures, and controls; oversees preparation, analysis, and publication of County financial statements and reports; coordinates assigned activities with the departments, divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Finance Director.

Receives general direction from the Finance Director. Exercises direct supervision over supervisory and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Manage the organization, staffing, and operational activities for the assigned accounting programs including accounts payable, accounts receivable, payroll, grants, budget, and reporting issues.
- Establish accounting and financial policies for use internally and in County agencies.
- Oversee the development of the financial section of the Comprehensive Annual Financial Report (CAFR).
- Participate in the development and implementation of goals, objectives, policies, and priorities for the County accounting programs; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate and evaluate accounting personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, coordinate and review the work plan for the accounting programs; meet with the staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee County-wide accounting procedures including the issuance and completion of purchasing order, claim vouchers and travel expenses.
- Review County contracts; monitor expenditures and revenues for compliance with appropriate budgets.
- Control and oversee the issuance of County warrants including registered, voided and payroll; approve amount and number of claims entered in claim voucher system for processing.

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- Review invoices, receipt of deposits and procedures of recording funds; monitor all financial reports from the general and subsidiary ledgers; assist in reconciliation and summary data reports.
- Supervise data control operations including the approval of documents and batch processing control; implement modifications to improve systems; participate in the development and testing of new systems.
- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
- Participation the development and administration of the accounting budget; for cast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Coordinate accounting activities with those of other departments and outside agencies and organizations; provide staff assistance to the Finance Director; prepare and present staff reports and other necessary correspondence.
- Works with Information Systems Department to maintain and develop automated accounting systems.

QUALIFICATIONS

Experience and Training:

- Minimum of Five years of increasingly responsible accounting experience including two years of supervisory responsibility.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, public administration, business administration or a related field. Certification as a CPA (Certified Public Accounting) is desirable.

Any combination of experience and training that would likely provide the required knowledge and abilities will be considered.

Knowledge of: modern and complex principles and practices of accounting; methods and procedures of claim voucher management including applicable computer applications; computerized financial reporting and management information systems; principles of budget preparation and control; principles of supervision, training and performance evaluation; pertinent Federal, State, and Local laws, codes and regulations.

Ability to: plan, organize, direct and coordinate the work of supervisory and technical personnel; identify and resolve complex problems and public representatives including vendors, customers and regulatory agencies; prepare accurate and complete financial statements and reports from

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accounting data; maintain a variety and financial records and files; understand and interpret the functions of an automated accounting system; select, supervise, train and evaluate staff; communicate clearly and concisely, both orally and in writing; understand, interpret and explain the government procedures and functions of the County; establish and maintain effective working relationships with those contacted in the course of work including a variety of County and other government officials, community groups, and the general public.

WORKING ENVIRONMENT

Work is generally performed indoors and in an office environment. Lifting of records and reports may be required, usually not in excess of 50 lbs. May be required to deliver items and operate County automobiles. May require travel to meetings on an as-needed basis and visiting various County locations. Office tasks require significant periods of time spent working at a personal computer. This position is at very low risk for exposure to blood products, human biohazards, laboratory chemicals, toxic materials, or environmental hazards.

Ability to regularly use office equipment including computers, telephones, calculators, copiers, and FAX machine is required. Work regularly requires sitting and speaking or hearing, frequently requires using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms and lifting. Work also requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication. Work is generally performed in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic.)

Revised 12/1992; 12/2012
Office use 06/19/00