

**SAGADAHOC COUNTY
POSITION DESCRIPTION**

Department: Administrative Office

Job Title: **Accounting Manager**
This is a confidential position

Wage Band: 8

Job Relationship: Responsible directly to the County Administrator.

Job Summary:

Performs a variety of complex professional, administrative and technical accounting and financial functions in maintaining the fiscal records and systems of the County. Oversees the County's financial software and assists other staff in its use and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Helps to establish and maintain internal control procedures and assures that state and national standard accounting procedures of GASB, as well as IRS regulations are maintained.

Prepares a variety of studies, reports and related information for decision-making purposes.

Prepares monthly Financial Statements for the Commissioners.

Maintains financial records including general ledger.

Assists in budget preparation and execution.

Assists in bid process of equipment procurement.

Verifies the posting and reconciliation of ledgers and journal entries for all debit, credit and fund accounts; performs all necessary reconciliation procedures as required.

Supervises the preparation of state and federal reports, including tax reports.

Tracks capital reserve expenditures and appropriations, and assists in the preparation, issuance and management of debt instruments.

Tracks capital projects' budget and spending.

Prepares for the annual financial statement audit.

Maintains grant accounting records and prepares annual grant fund reports.

Reconciles and balances general fund bank statements.

Tracks fixed assets in accordance with GASB 34.

Participates, along with the Administrator and Assistant to the Administrator, in the County's risk management program, which reviews insurance policies to assure that the County is adequately insured; may assist with the handling of claims, premium payments and provide coordination with County's insurance carriers.

Trains and develops accounting staff.

Verifies payroll and accounts payable processing.

Provides initial review and approval of A/P and payroll.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Oversees reporting of Medicare, FICA, federal and State withholding and accompanying deposits.

Attends Commissioners' and BAC meetings when requested.

Assists the Administrator with Budget preparation and tracking.

May be appointed to serve as the County's Assistant FOAA Officer.

Performs other work as required.

PERIPHERAL DUTIES

Provides back up to other related positions.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's degree in finance, business or public administration, or a closely related field preferred and/or education and experience equivalent to (5) years of progressively responsible finance work, OR education and experience equivalent to college level coursework in accounting, finance, business or public administration or closely related field, and at least three (3) years of experience directly related to governmental finance and demonstrated proficiency in county or municipal governmental fund accounting, payroll, grants, and governmental reports.

Necessary Knowledge, Skills and Abilities:

(A) Comprehensive knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; expert knowledge of fund accounting, public finance and fiscal planning; substantial knowledge of payroll and accounts payable functions; thorough knowledge of Excel; working knowledge of budgetary, accounting and reporting systems and GASB; IRS regulations; FLSA laws; experience with TRIO software highly desirable.

(B) Skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, County officials; ability to communicate effectively orally and in writing.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; telephone; 10-key calculator; typewriter; copy machine.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.