

ADMINISTRATIVE /ACCOUNTING MANAGER

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs intermediate paraprofessional work in the preparation and maintenance of financial records; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and participating in departmental accounting activities; preparing financial statements and reports; developing accounting procedures; maintaining financial records and files; preparing financial reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; prepares advertisement of vacant positions; reviews, rates, and ranks applications; assists in interviewing applicants.
- Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations and provides technical expertise.
- Serves as comptroller; acts as grant financial administrator; serves as financial liaison between department and other agencies.
- Prepares departmental budgets; reviews and analyzes general ledger activities to include expenditure/revenue/balance sheet reports and trial balance; performs financial analysis and prepares reports.
- Serves as signature authority for all financial activities for agency/department; checks accounts, bills, purchase orders, payroll, petty cash, cash deposits, etc.; serves as signature authority and approval of all subordinate staff time, leave and overtime sheets; analyzes, tracks and reviews budgeted revenue/expenditures; performs financial analysis and budget forecasting; prepares complex financial spreadsheets and presentations for use at County and community meetings and presentations.
- Performs a variety of general accounting/bookkeeping functions, such as writing journal entries to general ledger, signing verified, processing NSF/stop payment checks, balancing accounts and general ledger, reconciling spreadsheets/reports and bank statements, researching financial discrepancies, calculating data, maintaining, generating or submitting financial reports.
- Creates, prepares and performs complex and detailed financial spreadsheets and reconciliation reports; creates financial spreadsheets and reconciliation's for other staff members' usage; prepares, reviews and approves journal entries for submission to Finance Office; approves all purchase orders and expenditures.
- Analyzes, reviews, and authorizes corrections to all agency personnel's timesheets, leave sheets, overtime/gap time sheets and request for leave sheets for full and part time employees.
- Ensures adherence to all office and accounting/auditing principals, policies and procedures; creates written procedures for all financial and support responsibilities with the department.
- Performs various tasks involving delinquent tax collections; reviews and approves requests for liens and car seizure requests; sets up payment arrangements between taxpayer and Treasurer's Office; compiles due diligent letters for outstanding checks; prepares annual Unclaimed Property Report and files with State Treasurer; responds to taxpayers' complaints/concerns and mediates disputes/conflicts; appears in court on behalf of County for contested cases on delinquent taxes.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the theory, principles, methods and practices of accounting; thorough knowledge of the laws, ordinances and regulations governing financial matters; thorough knowledge of modern office methods, practices and equipment; ability to prepare and maintain complex financial reports and records; ability to analyze and evaluate complex financial systems; ability to express complex and technical ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and considerable accounting experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

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