

KITSAP COUNTY CLASS SPECIFICATION

TITLE: ACCOUNTING/FINANCE MANAGER II

DEPARTMENT: Auditor

REPORTS TO: Senior Program Manager - Financial Services; Director of Public Works re: the development and implementation of financial management policies and the monitoring of all Public Works fund budgets, expenditures and revenues; serves as a division manager for the Public Works Accounting staff.

SUPERVISES: Accounting/Finance Manager I, Accountants I, Budget Analyst II, Fiscal Technician Supervisor, Fiscal Technician III, Fiscal Technicians II, and, indirectly, subordinates to these positions

GENERAL STATEMENT:

Performs complex professional accounting work and supervises the professional accounting, technical/ clerical accounting, and budget work to provide management with necessary financial information for diverse areas of the interdepartmental accounting system. Responsibilities include supervising and coordinating the accounting functions in Public Works in the areas of accounts payable/receivable, timekeeping, job costing, work orders, labor distribution, contract management, purchasing, fiscal reporting, and equipment rental and revolving. Increased knowledge and skills are required for compiling budgets, special accounting studies, maintaining complex accounting systems for multiple funds, assisting with policy planning, contract administration; and supervisory responsibility.

Work assignments are received with general and little technical instruction and require considerable independence in the selection of appropriate courses of action and resolution of complex or unique problems within the framework of interdepartmental policies and procedures under limited directions. Work is reviewed by the supervisor for accuracy, statutory conformance and compliance with performance standards; for effective supervision of the accounting staff assigned through conferences, reports and successful project completion.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Coordinate the organization, staffing, and operational activities for the Public Works accounting and finance section, including payroll, accounting, contracts and grants, and budget management. Oversee all activities to assure that work is performed efficiently and according to appropriate guidelines, procedures and regulations.

Participate in the development and implementation of financial and budgetary goals, objectives, policies, and priorities for the division and the entire department; identify resource needs; recommend and implement policies and procedures.

Assign, schedule, motivate and evaluate the work of assigned section personnel; provide or coordinate staff training; work with employees to correct deficiencies. Advise, assist, and train subordinates as necessary; participate in the selection of new employees and make recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.

Develop, prepare, and participate in the implementation of short- and long-range financial plans.

Coordinate and participate in the development of the department budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of expenditures; recommend adjustments as necessary.

Supervise the creation of registers, journals and sub-ledgers, including accounts receivable, accounts payable, fixed assets, etc, assuring the classification and distribution of income, cost, and revenue items to proper accounts per legal requirements and County procedures; develop a monthly trial balance, revenue report and budget report; reconcile cash with budget.

Coordinate and oversee the preparation and maintenance of general journals and general ledger; edit, reconcile discrepancies, and correct irregularities to prepare balanced general ledger.

Supervise the full accrual accounting and financial reporting operations in accordance with the current accounting system; the Budgetary, Accounting and Reporting System, Intergovernmental Services (GAAP and BARS) for the Public Works Department.

Coordinate and oversee the preparation of interim, quarterly, and annual financial reports and statements, including contract and grant financial statements and reports; prepare various statistical, tax, and status reports and the County's Comprehensive Annual Financial Reports for the portions applicable to the area of assignment.

Supervise the payroll processing and maintenance of related personnel records for division, department, or assigned program.

Provide accurate cash forecasting and reporting by compiling, consolidating, and analyzing all cash information--receipts/disbursements, account balances, payables, purchasing commitments, etc; convert cash basis accounting records to full accrual basis; maintain periodic (daily, weekly, monthly) year-to-date cash reports.

Coordinate activities with those of other departments, divisions and outside agencies and organizations in the area of finance, budget and grants administration; provide staff assistance to the department Director, Assistant Directors, Senior Program Managers, Road Superintendent, etc..

Manage cash flows and advises the Kitsap County Treasurer's Office of the amount of dollars to invest for multiple Public Works funds in order to secure the maximum return for each fund.

Coordinate the preparation of interfund billings and billings to outside agencies for assigned area.

Recommend the approval for the release of contractor's retainage.

Compile annual operating budgets for approximately 30 different funds; assist in monitoring approved budgets throughout the year to prevent overexpenditures and process necessary adjustments to reflect changes in operating or funding conditions.

Recommend and implement approved policies and procedures to assure effective functioning of the accounting activities of assigned area and assure compliance with accounting standards and requirements.

Conduct periodic internal audit of accounting programs, expenditures, and activities to assure compliance with local, state and federal requirements and with any applicable grant or contract requirements.

Coordinate formal audits of assigned accounting operations, providing information and assisting in resolution of accounting issues with the Senior Program Manager-Financial Services and the State Examiners.

Conduct special studies and analyses of various accounting problems; prepare summary of findings and/or recommendations for solutions or improvements to existing accounting methods, equipment and operating systems of the division.

Resolve or supervise the resolution of inquiries, problems, complaints, or emergencies affecting availability or quality of services. Respond to the most sensitive or complex inquiries or service complaints.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

Other Job Functions:

Perform other related duties as required.

WORKING CONDITIONS/ PHYSICAL ACTIVITIES:

Work is performed primarily in an office environment. This position requires sitting, frequently for long periods of time. The ability to operate the personal computer, 10-key adding machine and for manually posting figures is required. This position also requires substantial phone contact which necessitates the ability to communicate effectively.

KNOWLEDGE AND ABILITIES:

Thorough Knowledge of: Professional accounting principles, theories, concepts, practices and terminology. Governmental accounting principles and procedures. Automated data processing principles and accounting applications.

Knowledge of: Modern supervisory principles and practices. Modern office practices and procedures.

Ability to: Plan, supervise, coordinate and evaluate the work of assigned staff. Organize and oversee interdepartmental work programs, including monitoring and compiling budgets, contracts, funding, grant requirements, job costing, work orders, timekeeping, accounts payable/receivable. Analyze, interpret and prepare accounting reports and financial statements using generally accepted accounting principles. Read, interpret and apply state and local laws, rules, regulations and guidelines governing accounting procedures (including BARS and GAAP). Analyze and solve a variety of difficult and complex problems in financial areas. Communicate effectively, both orally and in writing. Establish and maintain effective working relationships as necessitated by the work of the position. Recognize and define work related problems or conflicts and recommend effective remedial measures. Provide work direction and review the work of others as directed.

QUALIFICATIONS:

Bachelor's Degree in accounting or business administration with major coursework in accounting and five years of professional accounting experience related to the requirements of the position, including one year of governmental accounting experience, and two years of supervisory responsibility, is required; or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.