

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: ACCOUNTING/FINANCE MANAGER I

DEPARTMENT: Auditor's Office

REPORTS TO: Accounting/Finance Manager II

SUPERVISES: Fiscal Technicians III, II

GENERAL STATEMENT:

An employee in this classification performs complex, professional accounting work and supervises accounting activities to provide management with necessary financial information for operation of a major division or department. Increased knowledge and skills are required for budget analysis, special accounting studies, and/or assisting with policy planning. Increased responsibility is required for such duties as supervising departmental payroll, payables and receivables, and storekeeper functions; assisting in preparation, analysis and monitoring of division/departmental budgets; and contract administration duties.

Work assignments are received with general and limited technical instruction and require considerable independence in the selection of courses of action and resolution of complex or unique problems within the framework of department policies and procedures under limited direction. Work is reviewed by the supervisor periodically for accuracy, statutory conformance, compliance with performance standards and timeliness of 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, schedule and perform or oversee all activities in area of assignment to assure that work is performed efficiently and according to appropriate guidelines, procedures and regulations.

Assign, supervise and evaluate the work of assigned staff; 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.

Supervise from original records and data 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.

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 or prepare inter-fund billings and billings to outside agencies for assigned area.

Assist in the coordination, preparation and monitoring of multi-fund budgets, division, department and/or grant budgets; project staffing needs, revenue availability and any new fiscal requirements applicable to fund/grant. Monitor the expenditures of various division budgets and/or grants. Review trends and requirements in cash receipts, disbursements and transfers within the various division budgets.

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 Accounting/Finance Manager II, Senior Program Manager - Financial Services, and the State Examiners.

Work with Administrative Services and Information Services staff to revise or create integrated, computerized reports for assigned accounting activities.

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 Duties:

Perform other related duties as assigned.

DISTINGUISHING FEATURES:

Positions in the Accounting/Finance Manager I classification are distinguished from the Accountant I by the emphasis on performing and managing accounting activities for a department or major division, requiring increased knowledge, skills, and supervisory abilities.

WORKING CONDITIONS/PHYSICAL ABILITIES:

Work is performed 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 & ABILITIES:

Thorough Knowledge of: Professional Accounting principles, theories, concepts, practices, and terminology. Governmental accounting principles and procedures. Grant accounting principles and procedures. Inventory control systems.

Knowledge of: Modern supervisory principles and practices. Basic data processing principles and accounting applications. Modern office practices and procedures.

Ability to: Plan, organize, supervise and evaluate the work of assigned staff. Organize and oversee work programs, including monitoring budgets, contracts, and funding, work schedules, grant requirements and progress reviews. Analyze, interpret, and prepare accounting reports and financial statements using generally accepted accounting principles. Apply and adapt established accounting methods to a variety of financial transactions. Classify accounting transactions and maintain and reconcile accounts. Communicate effectively, both orally and in writing. Establish and maintain effective working relationships as necessitated by the work of the position.

QUALIFICATIONS:

Bachelor's degree in accounting or business administration with major coursework in accounting and three years of professional accounting experience, including one year of governmental accounting experience related to the requirements of the position and one year of lead or 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.