

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: **ACCOUNTING AND FINANCE MANAGER I**

DEPARTMENT: Personnel and Human Services

REPORTS TO: Senior Program Manager – Human Services

SUPERVISES: Accountant I, and indirectly, positions subordinate to this classification

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. Maintains a comprehensive departmental grant accounting system according to various federal and state funding requirements. Ensures accurate incorporation of grant financial information into the County financial system. Responsibilities include supervising and coordinating the accounting functions in Personnel and Human Services in the areas of accounts payable/receivable, grants and service contracts, timekeeping, job costing, work orders, labor distribution, contract management, purchasing, and fiscal reporting. 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.)

Coordinate the organization, staffing, and operational activities for the 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.

Manage grant fund cash flow to ensure adequate funds are available for payment to contractors/service providers. Manage accounts for Department of Social and Health Services grant cash advance loans.

Coordinate, schedule and perform or oversees all activities in area of assignment to assure that work is performed efficiently and according to appropriate guidelines, procedures and regulations.

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 county financial system.

Coordinate and oversee the preparation and maintenance of grant ledgers; edit, reconcile discrepancies, and correct irregularities to balance grant records to county records.

Coordinate and oversee the preparation of interim, quarterly, and annual financial reports and statements, including contract and grant financial statements and reports; prepare various status reports for the preparation of 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.

Develop and compile financial data using source documents from budgets through contracts, invoices, warrants and reimbursements from local, state and federal funding sources for a variety of cost centers and revenue funds.

Develop and maintain business accounting systems for a drug and alcohol treatment center.

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 costs, 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.

Maintain obligational control of grant revenues. Maintain fiscal compliance for a variety of federal and state grants and contracts.

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 State Examiners and the Senior Program Manager, Human Services Managers and Planners. Provide information, resolves questions and oversees the work of assigned accounting staff to ensure clean audit.

Conduct special studies and analyses of various accounting problems; prepares summary of findings and/or recommendations for solutions or improvements to existing accounting methods, equipment and operating systems of the department. Resolve or supervise the resolution of fiscal inquiries, problems, complaints, or emergencies. Respond to sensitive and complex fiscal inquiries or complaints.

Represent Senior Program Manager and Department Director on budget related issues in his/her absence.

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:

The Department Accounting and Finance Manager I classification is distinguished from the Department Accounting and Finance Manager II classification by the size of staff, budget and the greater level of responsibility.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed in an office environment. Must be able to communicate effectively, both orally and in writing. Must be able to operate a personal computer/computer terminal.

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 four 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.