

KENT COUNTY GOVERNMENT

Job Description

Job Title: Accounting Manager

Grade: 8

Department: Finance

FLSA Status: Exempt

Revised Date: 03/28/2017

Approved Date:

Job Summary: The primary duty of the Accounting Manager is to conduct accounting, audit, and budgeting work at the senior level. Position is responsible for supervising County accounting functions and department staff.

Essential Functions

Functions listed 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.

- Responsible for managing department staff and performing accounting and audit functions, including budgeting, preparing accrual basis financial statement, and auditing work papers.
- Performs audit functions for a segment of the County's fund; including general fund, special revenue funds, and grand funds and:
 - Reconciles balance sheet and makes appropriate journal entries.
 - Performs revenue and expenditure account analysis.
 - Reconciles fund balances and grants; prepares accrual journal entries.
 - Prepares audit work papers and audit confirmations for year-end audited financial statements.
 - Maintains long-term debt and debt services and reserved fund balances.
 - Prepares financial reports and supporting documents.
- Performs financial statement functions and:
 - Prepares interim financial statements with detailed variance analysis for management.
 - Maintains budget spreads in General Ledger.
 - Maintains General Ledger account codes.
 - Prepares accrual and adjusting journal entries as needed.
- Performs supervisory functions and:
 - Reviews daily function of the Finance Associates.
 - Supervises and reviews bi-weekly payroll and all payroll related functions.
 - Maintains master payment schedule for debt and allocations.
- Performs budget functions and:
 - Prepares budget projections.
 - Prepares budget documents.
 - Assists department and agencies requesting funds from the County.
 - Prepares budget adjustments as needed.
- Performs other duties as required.

Supervision: The position reports to the Chief Finance Officer. Position supervises department staff.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Communication and Persuasion: Ability to communicate with non-financial and financially trained end users, to gain cooperation and understanding of data and processes.

- Customer Service: Ability to assist and support constituents in a timely and pleasing manner.
 - Analytical Thinking: Ability to think things through from an analytical perspective and understand the cause and effect of data and information shared and designed.
 - Detail Orientation: Ability to update information for users as it relates to instructions and directions, which are clear and concise and easy to understand.
 - Flexibility: Ability to deal with complex and varied work, requiring a complete knowledge of a wide variety of operations and practices consistently using independent judgment.
 - Financial Acumen: Must possess the knowledge to maintain and support various accounting structures.
 - Technical Skills: Thorough knowledge of generally accepted accounting principles and practices. Working knowledge of the principles and practices of Governmental accounting and auditing, budget preparation.
 - Decision Making: Ability to exercise strong decision making and good judgement as decisions made impact the entire system and department.
 - Computer Related Skills: Ability to work with MS Office, database packages and Accounting software products.
 - Managerial Skill: Ability to supervise multiple people with differing personalities and styles.
 - Maintain knowledge of current changes in accounting standards.
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Education and Experience:

- Requires Bachelor's Degree.
 - Two years relevant experience.
 - Or equivalent technical training, education or experience.
 - CPA License preferred
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Physical and Environmental Conditions:

Work is conducted in an office setting with comfortable lighting, temperature and air conditions. The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper, books, or other materials (up to 20 pounds) may be required.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This and all County positions are subject to transfer, based on need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I have read and understand this job description.

Employee Signature

Date