



Accounting Supervisor

Finance

FIN/3-203

JOB SUMMARY

This position is responsible for performing managerial, administrative, supervisory, and technical duties in the coordination of customer service, accounts receivable and accounts payable functions for the department.

MAJOR DUTIES

1. Supervises and coordinates the activities of the Accounting Technicians and Accounts Payable Specialists; oversees the customer service/OTC functions, accounts receivable, accounts payable, and bank reconciliations/cash management; oversees the preparation of all accounting entries for monthly and year-end closeout, the disbursement of all funds related to vendors, the recording of cash receipts, the disbursement of utility payments, and the maintenance of cash register and daily financial transactions.
2. Schedule special work assignments and day to day operations including mail distribution, pool vehicles, mailing annual occupation tax certificates, processing 1099 and stale checks.
3. Assist with monthly reporting and reconciliations related to Finance Operations for accounts payable and receivable.
4. Manage the County purchase card program; assist with monthly statements and reconciliations to ensure timely posting.
5. Responsible for all daily banking activity including wire transfers and ACH activity; including related journal entries.
6. Assist with monthly closing activities.
7. Participates in the preparation of audit schedules and the review of Comprehensive Annual Financial Reports.
8. Provides policymakers and management with accurate and timely financial reporting and information.
9. Identifies potential problems, prepare corrective action plans, informs staff, and implements plans; works directly with staff to resolve issues and provides process improvements.
10. Ensures proper security for the petty cash fund; maintains proper internal controls; answers audit questions concerning security and internal controls.
11. Assists in the development of Requests for Proposals, including analysis and evaluation.
12. Trains, assigns, directs, supervises, evaluates and disciplines accounting personnel.
13. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and practices of public finance, budgeting, accounting, governmental accounting, auditing, and debt management.
2. Knowledge of governmental accounting practices, including the principles and practices of governmental accounting, generally accepted accounting principles, governmental auditing standards, and Governmental Accounting Standards Board guidelines.
3. Knowledge of relevant federal and state laws, local ordinances, and department policies and procedures.
4. Knowledge of supervisory principles and practices.
5. Knowledge of the methods and techniques of financial research, statistical analysis, and report presentation.
6. Knowledge of governmental budget development and management procedures.
7. Knowledge of computers and job-related software programs.
8. Skill in developing and implementing policies and procedures.
9. Skill in utilizing financial computer software programs.
10. Skill in problem solving, decision making, and gathering and analyzing complex data.
11. Skill in public and interpersonal relations.
12. Skill in researching and preparing reports.
13. Skill in oral and written communication.
14. Skill in operating standard office equipment.

SUPERVISORY CONTROLS

The Accounting Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, audits, and observation of department activities.

GUIDELINES

Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state laws and regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory, accounting, and financial duties. Strict regulations and the need for accuracy contribute to the complexity of the position, as well as the need for analysis and critical thinking.
- The purpose of this position is to manage the customer service, accounts receivable and accounts payable functions of the department and to perform complex accounting duties in the preparation of financial statements and reports. Success in this position helps ensure the effective and efficient processing of all government financial transactions, the accurate reporting of the government's financial condition, the sound financial position of the government, and the provision of government services at reasonable tax rates.

CONTACTS

- Contacts are typically with co-workers, elected and appointed officials, attorneys, outside auditors, state officials, contractors, vendors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Accounting Technicians and Accounts Payable Specialists.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In

the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field, such as Accounting or Finance.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with two or more years' experience or service.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.