

COLUMBIA COUNTY, OREGON
JOB DESCRIPTION: **ACCOUNTING SERVICES MANAGER**
DATE: 05/16/2016

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Finance	CLASSIFICATION:	040
SUPERVISOR:	Finance Director	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: In coordination with the Director, plan, organize and manage accounting and financial operations, fiscal staff and multiple distinct financial functions for the County. Prepare and analyze accounting, fiscal and statistical statements and reports. Plan, evaluate, implement and maintain financial systems. Do other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assist in the preparation of the Comprehensive Annual Financial Statements for the County and component units, including development of work schedules to meet audit deadlines, compilation and verification of all financial data, and preparation of closing entries, financial statements, footnotes and supporting schedules in a manner that ensures continued qualification for the Excellence in Financial Reporting certificate from the Government Finance Officers' Association.

Provide informed advice on internal control, laws and regulations affecting fiscal activities, and related issues. Review, update and implement policies and procedures on financial, accounting, internal control, grant fiscal management and related areas.

Analyze and reconcile the County General Ledger. Make adjustments and report results. Review all budgetary accounts for reasonableness. Oversee the maintenance of financial accounting systems and control records.

Audit, propose changes in procedures, and train staff in internal controls over accounting transactions and assets. Assist with implementation of new General Accounting Standards Board (GASB) pronouncements.

Assist with new debt issuances, monitor debt covenants to ensure compliance, make required debt reporting, and review of scheduled and unscheduled payoffs as needed to reduce costs.

Promote team effort among staff and with other County Departments. Work with other departments to evaluate accounting and financial analysis needs. Provide assistance in account classification and maintenance of the general ledger. Develop uniform procedures and user-friendly resources and tools.

Analyze, reconcile and prepare financial reports for fiduciary accounts (including the property tax trust account), component units and other special purpose government funds.

Prepare financial forecasts, budget analysis and other management analysis projects to aid in financial transparency and prudent and timely decision making.

Manage the cost allocation process which feeds into County and grant budgets including proposer improvements in cost allocation methodology and utilization of appropriate specialty tools in its calculation.

Manage the capital improvement plan in coordination with multiple County departments; propose improvements in the process and tools utilized. Analyze funding sources and financing options, and route this information through appropriate and established oversight bodies and, ultimately, to the County budget. Provide accounting guidance and maintain policies and tracking tools for capital assets.

Assist with assessments of and improvements in business processes, internal controls, financial systems used by the Finance Department as well as those that do/could interface with financial systems and related activities in order to minimize County exposure to fraud and increase administrative efficiency.

Keep current on professional and technological trends including federal and state statutes, requirements of Generally Accepted Accounting Practice (GAAP), GASB pronouncements, best practices in government accounting and financial processing through participation in professional conferences and seminars and other educational activities.

Perform various office support duties, such as filing, processing correspondence, answering telephones and assisting employees or citizens.

Create and maintain process documentation for all County processes conducted on routine basis in accordance with Continuity of Operations Planning (COOP) standards.

Follow all safety rules and procedures established for work areas. Ensure departmental compliance with same. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise one to three employees. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints/grievances and resolving problems.

Coordinate all personnel functions with Finance Director.

SUPERVISION RECEIVED: Work with considerable independence under the general supervision of the Finance Director who provides policy and administrative direction and reviews performance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in the field of accounting or related area plus five years experience in accounting or a Masters Degree in the field of accounting or related area plus two years work experience in accounting. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

CERTIFICATIONS: CPFO (Certified Public Finance Officer) or CGFM (Certified Government Finance Manager) credential or willingness to study and earn these designations.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of generally accepted accounting principles for governmental entities, methods and procedures and ability to apply such knowledge to a variety of fund accounting transactions and the preparation of complex accounting reports and analyses. Experience effectively using accounting software. Familiarity with the use of related business software such as web-based banking services, spreadsheets and word processing programs.

Ability to correlate and evaluate a large volume of complex written and numerical data. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to act in such a manner as to maintain the confidentiality of the personnel records and issues and other matters which may be encountered.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.