POSITION DESCRIPTION



Accounting Manager

COUNTY OF WASHINGTON VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors Personnel Policies and Procedures Manual for Administrative Division Employees:

2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

ACCOUNTING MANAGER

General Description of Responsibilities:

Under the direction of the County Administrator, oversees, plans, organizes, and directs the County accounting/budget/payroll, purchasing/procurement, and personnel functions, activities and programs. Serves as department head (Manager) for the County Department of Accounting. Advises the County Administrator and Board of Supervisors on major budgeting, accounting, procurement and personnel matters. Develops and implements administrative policies and procedures relative to County accounting, budgeting and purchasing/procurement issues. Serves as Acting County Administrator in the absence of the County Administrator and Assistant County Administrator. Considerable knowledge of Generally Accepted Accounting Principles applicable to local governments is a must. Work is performed with a wide degree of latitude for the exercise of independent judgment and action. Problems encountered range from routine to extremely complex in nature.

Examples of Work:

- 1. Direct the overall County accounting system and maintain complete financial records, including budgetary control and equipment and material cost accounting records.
- 2. Review and report budget and financial data to the County Administrator. Assist in formulating the work program based on the financial status of the County. Ensure that revenues and expenditures are reconciled. Make necessary financial adjustments for reporting.
- 3. Coordinate the preparation of the annual County budget in conjunction with the County Administrator. Forecasts and estimate revenues from federal, state, and local sources. Make necessary revisions to budget requests for expenditures to address changes in revenues streams and/or program needs. Present and explain budgetary request or other financial documents to committees, County Administrator and Board of Supervisors.
- 4. Regularly attends and participates in meetings of the Board of Supervisors and various Board-appointed and administrative committees, advisory boards, panels, teams and other task-specific groups as directed by the County Administrator.
- 5. Advise heads of agency divisions and departments of County government on financial matters, such as the preparation of budgets, fund management, and methods of accounting and reporting finances. Analyze reports to determine compliance with County regulations and statutory requirements.

- 6. Serve as the chief accounting advisor to the County Administrator. Participate in the formulation of County accounting policies and regulations.
- 7. Ensure the County's financial and accounting data and systems are in compliance with Generally Accepted Accounting Practices and meet requirements of the State Auditor of Public Accounts and the State Uniform Financial Reporting procedures, Internal Revenue Service regulations, etc. Coordinates closely with County auditor to ensure compliance.
- 8. Review and approve purchase orders for various County Offices, administrative departments and agencies. Monitor County purchasing and procurement procedures.
- 9. Manage the issuance, bidding, and awarding of contracts through request for proposals.
- 10. Serve as a security officer for the County's computer systems in coordination with the County Information Technology Manager.
- 11. Work with County Administrator and heads of County Offices, administrative departments and agencies on problems relating to overall management of accounting, financial programs, fiscal matters, and other special projects.
- 12. Plan and direct the fiscal and related office management activities for the County. Perform necessary administrative duties required for the routine operation of the Department of Accounting, including departmental operating budget preparation and administration.
- 13. Directs and oversees personnel related functions and activities assigned to the Department of Accounting by the County Administrator.
- 14. Perform other duties as required.

Qualifications:

Education and Experience:

Graduation from an accredited college or university with a degree in accounting (CPA is strongly preferred). At least five (5) years of accounting, auditing, or business management experience, of which three (3) years must have been in a responsible supervisory or administrative capacity. Must possess a valid driver's license.

Knowledge, Skills, and Abilities:

Thorough knowledge of accounting and financial methods, procedures, and techniques; as well as state/federal grants management and fund management. Thorough knowledge of

generally accepted accounting practices, pertinent laws, regulations, and ordinances applicable to local governments. Professional technical expertise in accounting and finance. Professionalism, courtesy, and ability to get along well with others. Ability to communicate well orally and in written form. Ability to work well with the public. Ability to reliably report for work.

Employees Directly Supervised:

Accounting Supervisor
Accounting Assistant
Personnel Assistant
Other personnel as authorized by the County Administrator

Pre-Employment Skills Testing Requirements:

Computer skills testing.

Position Description First Approved and Adopted: 1996
Latest Revision: June 2006

Position Class: Manager Status: Permanent/full-time

FSLA Status Exempt Initial Starting Salary Range:

\$50,000 - \$53,500