

CLASS SPECIFICATION FOR
Accounting Section Manager

GENERAL STATEMENT OF DUTIES: Plans, assigns, supervises, reviews and participates in the professional and paraprofessional centralized accounting operations of the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single-position classification oversees, coordinates and supervises the County's centralized accounting system and the accounting systems of other divisions and departments, including the School Board. Supervision is exercised over accountants, account clerks and other support personnel. Work is performed under the general direction and guidance of the Accounting Finance Division Director, in whose absence the incumbent serves as division head.

EXAMPLES OF WORK (illustrative only):

- Plans, assigns, supervises, reviews and participates in the professional and paraprofessional accounting operations of the Finance department;
- Evaluates investment opportunities available for County funds and makes appropriate investments;
- Prepares special reports and workpapers for audits, financial statements, registers, surveys and various account analyses;
- Analyzes accounting reports, makes routine adjusting entries, works with Finance Division Director to resolve non-routine situations;
- Makes recommendations to Finance Division Director regarding departmental policies and procedures;
- Trains, supervises and evaluates assigned personnel;
- Reviews all accounting pronouncements issued by the various regulatory bodies, such as the Governmental Accounting Standards Board, and recommends revisions to established policies and procedures as indicated;
- Serves as liaison to other agencies/departments to provide information and to resolve accounting issues;
- Attends meetings and conferences as appropriate and as directed;
- Serves as the division head in the absence of the Finance Division Director;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles, methods and practices of accounting, auditing and budget preparation/control; thorough knowledge of generally accepted accounting principles, with emphasis on statements published by the Governmental Accounting Standards Board; general knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the County; comprehensive knowledge of modern business management practices; thorough knowledge of the recognized and accepted methods used in effecting internal accounting control; ability to devise, apply and monitor effective and efficient accounting procedures; skill in the use of personal computer software, including commonly utilized spreadsheet and statistical packages; ability to analyze data using a computer and to produce customized reports; ability to understand complex instructions, policies and data, including federal regulations; considerable knowledge of data processing applications and procedures as they apply to the County's centralized accounting function and systems; ability to devise and apply effective and efficient accounting procedures; ability to plan, organize and direct the installation of accounting systems and procedures; ability to analyze and interpret fiscal and accounting data and to prepare appropriate statements and reports; ability to effectively supervise the work of others; ability to present ideas and recommendations clearly and concisely both orally and in writing; ability to effectively plan and supervise the work of others; ability to establish and maintain effective relationships with employees and the public; good professional judgement; integrity; initiative.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in accounting or business administration and six (6) years of related successful professional accounting experience, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.