



## **Accounting Manager**

### **General Statement of Duties**

Performs complex professional accounting work in support of the finance and budgeting operations of the County.

### **Distinguishing Features of the Class**

An employee in this class is responsible for a variety of professional level accounting work in support of the recording and reporting of financial transactions. Work involves researching and applying principles of governmental and fund accounting to the review and processing of accounts and other financial documents. Work includes reviewing account activity and preparing interpretative and analytical financial reports and statements; performing bank reconciliation; preparing journal entries; analyzing revenues, expenditures and collections; preparing budget amendments; maintaining fixed assets; assisting the auditors with requests for information; responding to departmental requests for finance or budget data; preparing a variety of financial reports and records; and performing related fiscal duties. Work is characterized by the complex use of automated systems to develop and prepare financial statements, review accounts for accuracy, and prepare and process journal entries to maintain correct account balances. The employee must exercise judgment and initiative in identifying and resolving problems. Work is performed in accordance with established accounting and financial regulations, standards, and procedures. Work is performed under regular supervision of the Finance Officer and is evaluated through conferences, review of financial reports, and an independent audit of financial records.

### **Duties and Responsibilities**

- Maintains a variety of ledgers and journals related to the accounting records of the County; prepares monthly bank reconciliation for various bank accounts; reviews accounts and monthly statements for accuracy.
- Analyzes and reconciles general ledger accounts; prepares and maintains journal entries; monitors cash flows; reviews bank balances; reconciles tax and water reserves; monitors budget line items throughout the year to determine any pending overages.
- Researches, compiles and prepares a variety of monthly, quarterly, and annual financial and budgetary reports and records.
- Coordinates and prepares budget documentation including budget transfers and amendments, revenue projections, statistical data, and other fiscal information.
- Compiles financial records, spreadsheets, tables, worksheets and notes for preparation of the audit, fiscal year end, and annual budget.
- Maintains fixed assets records; records fixed asset acquisitions, transfers, and dispositions; reconciles fixed asset balances to the general ledger.
- Maintains debt schedule.
- Responds to inquiries from departments in reconciling and adhering to the department budget, expenditure, and accounting issues.
- Assists external auditors during the annual audit of financial records; obtains necessary financial data, prepares requested information, and answers questions.
- Prepares for end of year close-out of accounts; prepares entries for audit in various funds and line items; closes fiscal year in computer; calculates reserve balances.
- Assists the Finance Officer in the preparation of the annual budget including preparing salary line items, capital outlay requests, and publication of budgets; assists with special projects.
- Attends training and continuing education to maintain knowledge of accounting rules and financial trends.
- Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of governmental accounting.
- Thorough knowledge of North Carolina General Statutes and of local ordinances governing financial practices and procedures and regulations governing specific accounting tasks.
- Considerable knowledge of technology and software applications as they relate to assigned tasks including the use of various financial package applications and spreadsheets.
- Considerable knowledge of the operations of municipal government including taxation, utility billing and collections, and other sources of revenue.
- Skill in planning and prioritizing work.
- Ability to prepare a variety of informative financial reports.
- Ability to perform a variety of fiscal or accounting functions and to change priorities quickly and maintain accuracy level.
- Ability to establish and maintain effective working relationships with department heads, governmental officials, and other employees providing technical guidance.
- Ability to communicate effectively in oral and written forms with technical accuracy.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.
- Ability to organize work for efficient processing, set and follow effective work priorities, and meet established deadlines.

### Physical Requirements

- Must be able to physically perform the basic life operational functions of fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, do extensive reading, and operate computers and other office equipment.

### Desirable Education and Experience

Bachelor's degree in accounting, finance, or business administration and 3 years of managerial, budgeting, accounting or auditing experience, preferably in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Preference will be given to applicants with Finance Officer Certification and/or CPA certification. The selected applicant will be required to complete a background investigation, including driving records, and pass a drug-screening test.

### Salary Hiring Range

\$59,320 – 65,253 Depending on qualifications and experience

The application for employment and a job description for this position may be downloaded from the County's website at <https://greenecountync.gov/departments/human-resources/>. Completed applications can be mailed to Human Resources, 229 Kingold Blvd., Suite D, Snow Hill, NC 28580 or emailed to [human.resources@greenecountync.gov](mailto:human.resources@greenecountync.gov). This position does not have a closing date and may be filled at any time. Only candidates selected for an interview will be contacted. Greene County is an Equal Opportunity/Affirmative Action/Drug-Free Employer.