



CLASSIFICATION NO. 096
Established: 1/93
Revised: 5/10, 6/20
Revised and Retitled: 4/19, 1/22
FLSA: Exempt
EEO: 2

ACCOUNTING MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize, manage, and direct the financial accounting and reporting operations, fiscal staff and certain financial functions for the County; to prepare and analyze accounting, fiscal and statistical statements and reports; to plan, evaluate, implement and maintain financial systems; and to perform other work as required.

DISTINGUISHING CHARACTERISTICS

The Finance Department is comprised of the following lines of business: Financial Executive Support, Financial Management and Accountability, Accounting Services, Courier and Mail Operations, and Facilities Management. The Financial Management and Accountability line of business provides financial administration of the County's governmental operations and its component units, including Procurement and Contract Services, Financial Accounting and Reporting, and Budgeting. The Accounting Services line of business provides Payroll, Accounts Payable, and Accounts Receivable services.

The Accounting Manager is a single incumbent classification responsible for the daily operations of comprehensive accounting services related to the financial administration of the County's governmental operations, including the general ledger, the transient lodging tax program, federal, state and local financial reporting regulations, and other financial accounting functions. The incumbent analyzes and recommends solutions to complex accounting problems and oversees the County's centralized accounts payable and accounts receivable functions.

The Accounting Manager differs from the Accounting Supervisor which is responsible for the day-to-day supervision of activities and staff within the Accounts Payable and/or Accounts Receivable sections and does not have overall responsibility for comprehensive financial accounting functions. It also differs from Administrative Services Managers within other county departments, as it requires responsibility for overall County financial operations rather than the accounting or financial functions for a single Division or Department.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans, organizes, develops, integrates and evaluates the work of the County's General Ledger staff; develops, implements and evaluates policies, procedures; establishes financial controls and systems; directs the development of the program budget and presents annual budget plan for approval to the Department Director; monitors performance against that plan.

2. Hires and supervises professional and supervisory staff to provide high quality service to citizens, vendors and County staff in support of the established goals, objectives and service expectations; plans, directs, monitors and evaluates the performance of staff; establishes performance requirements and professional development targets and provides coaching for performance improvement; provides employee recognition; recommends and administers progressive discipline; conducts and/or facilitates financial staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
3. Participates in the development, implementation and evaluation of manual and automated accounting systems and controls; develops new methods or service approaches to enhance quality and effectiveness of service delivery; oversees process improvement and automation efforts for accounting processes.
4. Assists Deputy Director of Finance in managing annual audits and supports the preparation of the Comprehensive Annual Financial Reporting; monitors funds, resolves accounting and reporting issues as necessary; identifies issues, concerns and collaboratively resolves them with others; analyzes data and prepares or oversees the preparation of financial reports, ad-hoc reports, and year-end audit work papers; develops work schedules to meet audit deadlines; explains accounting policies, procedures and systems to the County independent auditors; oversees and is responsible for month-end and year-end close; assists in ensuring continued qualification for the Excellence in Financial Reporting certificate from the Government Finance Officers' Association.
5. Provides professional assistance and training to other departments; attends and participates in various meetings; acts as representative on assigned committees and special projects; responds to and resolves confidential and sensitive inquiries.
6. Directs the maintenance and reconciliation of the general and subsidiary ledgers for the County and various component units; reviews and approves adjusting journal entries and correcting entries ensuring compliance with professional standards and legal requirements; assists in preparing and authorizing various transactions; reviews and approves cash transfer requests authorizing the County Treasurer to transfer funds between County Departments or outside agencies.
7. Attends meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments in assigned work areas; analyzes and interprets federal, state, and local laws, regulations, policies, and procedures in order to ensure compliance.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Generally accepted accounting principles, systems, procedures and controls; principles of cost accounting and cost allocation methods; general principles of investments, including arbitrage laws, debt service and bond requirements; principles and techniques of financial analysis and financial reporting; professional standards as established by the Financial Accounting Standards Board and the Government Accounting Standards Board;; statistical methods; rate making principles; depreciation practices; principles and practices of public administration, including personnel management; participative management theories; account collection procedures and practices; data processing equipment and software applications for accounting systems; Federal, State, and local statutes, rules and regulations applicable to governmental accounting and financing; State of Oregon budget laws; English grammar and composition.

Skill to: Communicate effectively, both orally and in writing; research and analyze complex accounting and financial data; prepare clear and concise financial reports; maintain ledgers and journals; interpret, explain, evaluate and recommend accounting and financial policies and procedures; interpret and apply laws, rules, regulations and fiscal policies and procedures to assigned work functions; advise other accounting staff as needed; implement and use computerized financial information and reporting systems and databases; provide direction, leadership, motivation to staff in continuous efforts to improve quality, productivity and effectiveness; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with County employees, elected officials, departments, independent auditors and the public; hire, train, evaluate, supervise and manage supervisory, professional and paraprofessional staff.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.