

## HRSD

### Position Description: Accounting Manager

#### Section I. Position Reference Information

a.	Department	Finance and Administration
b.	Division	Accounting & Finance
c.	Position Title	Accounting Manager
d.	Immediate Supervisor	Chief of Accounting & Finance
e.	Work Center	Accounting & Finance
f.	Grade	9

#### Section II. Position Summary

Under general guidance, the Accounting Manager is responsible for:  
Assisting the Chief of Accounting and Finance in providing leadership and operational oversight to the Division of Accounting and Finance in the maintenance of financial accounting records, in conformance with accepted standards of governmental accounting, to obtain and produce readily usable accounting data and reports

#### Section III. Examples of Position Duties

- a. Assists in the development of the six-month and Comprehensive Annual Financial Report (CAFR)
- b. Participates in the preparation, development, and administration of the Annual Budget
- c. Assists in the management and issuance of debt including development of the debt structure
- d. Assists in the selection of the investment bankers, investment consultants, insurance consultant, trustee services, rate consultants, and banking services
- e. Reviews accounting policies and procedures to ensure consistent application to all departments of HRSD and recommends changes as appropriate
- f. Audits, variance analysis, internal control reviews, and problem solves on a variety of accounting and finance issues (e.g. ProCard and FEMA)
- g. Provides direction and decisions for emergency or special situations affecting payroll, insurance, accounts payable, and receivables; including follow up to ensure proper procedures and documentation has occurred
- h. Develops schedule of Property, Plant & Equipment and Depreciation (Fixed Assets) for the CAFR
- i. Coordinates with Customer Information Services the interface of the billing system with HRSD's General Ledger in the areas of accounts receivable, revenue, and cash
- j. Manages the day to day operations of the Accounting Division
- k. Performs other duties as assigned

**Section IV. Position Contacts**

a. Standing Committees, Boards, and Organizations

1. Desired

- a) Officer - American Payroll Association - Hampton Roads
- b) Coordinator - Public Response Team

b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Local ProCard Administrators	Review rules, go over problems, direct solutions, conduct audits	Daily
Automotive	Discuss and process automotive insurance issues	Daily
HR	Assist in interpreting policies and procedures, recommend new policies and procedures, go over problems, participate in processing solutions, etc	Monthly
Procurement	Assist in interpreting policies and procedures, recommend new policies and procedures, go over problems, participate in processing solutions, etc	Monthly
Various employees	Assist in employee travel issues and computer purchases	Daily
Timesheet Administrators (PLT Clerks)	Review rules, go over problems, direct solutions	Bi-weekly
Automotive	Process purchase and sale of vehicles as related to capitalization of fixed assets	Annually

c. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Various Insurance Companies	Claims management	Daily
Various Vendors	Payment issues	Daily
Customers	Insurance claims, payment issues	Daily
Courts and Attorneys	Claims management and wage attachment issues	Weekly
State-Dept of DEQ	Submit for reimbursements and participate in audits of loans	Annually

**Section V. Position Accountabilities and Expectations**

- a. Compliance – Accounting & Finance Division meets all Local, State, and Federal requirements 100% of the time [e.g., IRS, State Tax Code; Section 125 & 127, FLSA (Fair Labor Standards Act), SSA (FICA & Medicare), EITC (Earned Income Tax Credit), Court ordered Wage Attachments, Prompt Payment Act, ACH-EFTPS, Escheat Laws, etc]
- b. Financial Management – Ensures policies, procedures, and programs managed by Accounting and Finance are consistent with HRSD mission of fiscal responsibility; emergency procedures and exceptions to fiscal policy are made responsibly, considering impact on HRSD funds available and overall fiscal impact; revenue and expenses for HRSD are managed in alignment with budget projections and exemplary financial management practices
- c. Process Management – Clear, documented, and efficient processes are in place for all functions with Accounting and Finance (e.g., Accounts Payable, Payroll, Insurance programs, etc)

- d. Human Resources Management – Employees are effectively utilized; employees are developed to earn additional certification, where available, and take on more responsible roles; advancement in the profession is encouraged; coaching and communication about functions and procedures within Accounting and Finance are a continuous process to help all staff understand cross-functions; effective hiring decisions are made; training and development is visibly supported
- e. Customer Satisfaction – Payments to vendors and insurance decisions involving homeowners are resolved to the customers’ satisfaction while maintaining the best interests of HRSD; internal customers agree that Accounting and Finance is meeting their needs in a timely manner
- f. Timeliness – Accounting and Finance meets deadlines for reports, payroll, and responses due to customers (internal and external); timely payments to vendors result in discounts, where possible
- g. HRSD Competencies – Consistently demonstrates HRSD Universal Competencies

**Section VI. Working Conditions**

- a. Must be able to work at a middle manager level in a team-oriented culture
- b. Indoor work environment within an office setting; extensive use of personal computers is required
- c. Close and accurate work with numbers is required
- d. Occasional emergency situations involving the ability to make decisions and/or produce quality work under tight deadlines

**Section VII. Physical Requirements**

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Work requires light lifting ability (20 to 50 pounds)
- c. Less than 20% of work involves standing, walking, climbing or bending

**Section VIII. Other**

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

**Section IX. Qualification Standards**

- a. Education
  - 1. Required
    - a) Bachelor of Science in Accounting
- b. Experience
  - 1. Required
    - a) Minimum of 5 years of responsible accounting experience at a professional level with 3 years at a managerial level; experience in government financial reporting
    - b) Demonstrated experience in MS Office Software and ability to learn new accounting software
    - c) Proven ability to work accurately with numbers within a deadline-driven environment
  - 2. Desired
    - a) Considerable experience in payroll, insurance, governmental accounting and financial reporting, and debt administration

c. Training Levels

Personnel in this category are fully qualified at a Grade 9 with an appropriate Bachelor's degree and 5 years of appropriate experience to include 3 years at a supervisory level. The following training levels and experience requirements are established for personnel who are not fully qualified:

Grade 9a – BS degree and 4 years of appropriate experience to include 2 years of supervisory experience

Grade 9b – BS degree and 3 years of appropriate experience to include 1 years of supervisory experience

Grade 9c - BS degree and 2 years of appropriate experience

Grade 9d - BS degree and 1 year of appropriate experience

Grade 9e - BS degree and no experience

Note: One year technical experience credit will be given to candidates with a Master's degree in an appropriate field or candidates possessing their CPA; candidates possessing both their Master's degree and CPA will receive credit for two years technical experience; education and licensing **will not** be used in lieu of actual supervisory experience

d. Job-specific Technical Competencies

1. Required

- a) Knowledge of budgetary control and financial accounting principles and procedures
- b) Makes decisions using advanced level experience with payroll and insurance functions
- c) Maintains updated knowledge of all Local, State, and Federal regulations affecting Accounting and Finance functions, including the Enabling Act, IRS/State Tax Codes, Section 125 & 127, FLSA (Fair Labor Standards Act), SSA (FICA & Medicare), EITC (Earned Income Tax Credit), Court ordered Wage Attachments, the Prompt Payment Act, ACH-EFTPS, Escheat Laws, etc.
- d) Maintains a working knowledge of personal computers and mainframes to operate necessary accounting systems and use software for spreadsheets and word processing
- e) Develops and maintains accounting systems and related systems of internal controls
- f) Plans, organizes, motivates, and directs the work of subordinates
- g) Establishes and maintains effective relations with employees, vendors, banks, and customers

~~d.e.~~ Special Licenses

1. Required

- a) Valid Driver's License from state of residence

2. Desired

Certified Public Accountant (CPA)

~~e.f.~~ HRSD Universal Competencies (see link located on previous web page)