

HRSD

Position Description: Accounting Manager

Section I. Position Reference Information

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

Section II. Position Summary

Under general guidance, the Accounting Manager is responsible for:

Assisting the Chief of Accounting in providing leadership and operational oversight to the Division of Accounting in the maintenance of financial accounting records, in conformance with generally accepted standards, to obtain and produce readily usable accounting data and reports

Section III. Examples of Position Duties

- a. Assists in the preparation of monthly financial reports
- b. Participates in development of the Comprehensive Annual Financial Report (CAFR), including planning, preparation of schedules for the independent auditors, and preparing work papers to support financial statements, footnotes and statistical sections
- c. Participates in the preparation, development, and administration of the Annual Budget
- d. Assists in the selection of auditors, actuaries and other professional services
- e. Reviews accounting policies and procedures to ensure consistent application to all departments of HRSD and recommends changes as appropriate
- f. Provides direction and decisions for general ledger, payroll, accounts payable, and receivables including follow up to ensure proper procedures and documentation has occurred; takes the lead with emergency or special situations affecting these areas as needed
- g. Coordinates the interface of the billing system and the general ledger with Customer Information Services in the areas of accounts receivable, revenue, and cash
- h. Acts as functional lead in project improvements to accounting system
- i. Works with other departments to apply for and administer state and federal grants
- j. Supervision – Staff development, coach, counsel, hire, dismiss 4 direct reports and 3 indirect reports
- k. Primary Administrator for online banking application for electronic disbursements and reporting
- l. Serves as departmental records coordinator
- m. Performs other duties as assigned

Section IV. Position Contacts

a. Standing Committees, Boards, and Organizations

Desired

Member - AICPA (American Institute of Certified Public Accounts)

b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Management	Respond to inquiries, provide procedures or analysis	Daily
Human Resources	Assist in interpreting policies and procedures related to leave plans, benefits, attendance, travel, continuing education, and other policy matters related to Accounting, recommend new policies and procedures, review systems problems, participate in processing solutions, etc	Monthly
Procurement	Assist in interpreting policies and procedures, recommend new policies and procedures, review system problems, participate in processing solutions, P-card issues, etc	Monthly
Various employees	Assist in employee questions on payroll, travel issues and continuing education reimbursement	As needed
Timesheet Administrators (Work Center administrative employees)	Review rules, review system problems, direct solutions	As needed
Information Services	Revise systems for policy and procedure changes	Monthly

c. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Banks	Online banking system technical upgrades, contract review, etc	As needed
Various Vendors	Payment issues	As needed
Attorneys	Regulatory research and wage attachment issues	As needed
Federal Agencies	Grants application, administration and recordkeeping	As needed
State-Dept of DEQ	Submit for reimbursements and participate in audits of loans	Annually

Section V. Position Accountabilities and Expectations

- a. Compliance – The Accounting Division meets all Local, State, and Federal requirements 100% of the time [e.g., IRS, State Tax Code, Social Security Administration Court ordered Wage Attachments, Prompt Payment Act, 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 the Accounting Division 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 the Accounting and Finance Division 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 Universal 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. Must be able to travel to work centers within the HRSD service area
- d. Close and accurate work with numbers is required
- e. 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
 - Required
 - a) Bachelor of Science in Accounting or related field
- b. Experience
 - 1. Required
 - a) Minimum of 5 years of responsible accounting experience at a professional level with 3 years at a managerial level
 - 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, financial reporting
 - b) Experience in government financial reporting
- 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 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

e. Special Licenses

1. Required

Valid Driver's License from state of residence

2. Desired

Certified Public Accountant (CPA)

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