



## **Accounting Manager**

**Category:** Classified  
**Pay Grade:** C28  
**Job Code:** 17514

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs highly responsible professional accounting and administrative work managing the activities of an accounting division; manages, supervises, and participates in the accounting activities of a diversified and complex accounting system that includes accounts payable, contract management, internal/external audit coordination, procedures and cost analysis, and procurement; analyzes accounting functions to determine their legality, propriety, and effectiveness; performs detailed analysis work supporting departmental accounting needs and maintaining a data base of overall financial information and the development of user-oriented management reports.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Plans, assigns, trains, supervises, and evaluates the work of accounting support staff engaged in developing, maintaining, and reviewing required utilities accounting systems;
- Provides counsel and advice to department directors, managers, accounting staff, and employees on accounting matters, reports, and analysis;
- Establishes procedures/policies for staff and operating departments to follow to ensure accurate audit trails and coordinates these activities with County policies;
- Monitors actual financial data including revenues, expenditures, and fund balances for sufficiency and propriety of funding;
- Resolves problems arising from non-compliance of laws, rules, regulations, and generally accepted accounting principles;
- Performs technical fiscal studies, analyzes acquired data, and recommends course of action;
- Prepares, or participates in the preparation of, various monthly and annual reports in compliance with all applicable laws, rules, and regulations;
- Performs data processing related duties including using statistical packages or programs encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming;
- Provides analytical and administrative assistance in the development and implementation of efficient financial management systems and procedures that are in compliance with all applicable laws, rules, and regulations;
- Researches and recommends expenditures of departmental funds for hardware, software, and training needs, monitors maintenance contracts and consultants, and administers contracts for payment to consultants;
- Provides management reports for budget preparation;
- Assists in departmental annual audit conducted by independent accounting firm, prepares work papers for audit review, and conducts internal audits ensuring compliance with federal, state, and County regulations and generally accepted accounting principles;
- Recommends changes to computer applications as related to maximizing efficiency and effectiveness in maintaining financial records;
- Directs and coordinates training of accounting staff at remote sites;
- Acts as p-card coordinator and reviews and approves all p-card charges;

- Drafts board and delegated items and agenda automation;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Seven (7) years of experience in progressively responsible professional accounting work covering a complex computerized accounting system that includes one (1) year of supervisory training or experience; or an Associate's degree in accounting, finance or a related field with course work in computer science and accounting plus five (5) years of experience that includes one (1) year of supervisory training or experience; or a Bachelor's degree in accounting, finance, business or a related field with course work in computer science and accounting plus three (3) years of experience that includes one (1) year of supervisory training or experience; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **Knowledge, Skills and Abilities:**

- Knowledge of accounting principles, practices, and procedures;
- Knowledge of auditing methods, practices, and procedures;
- Knowledge of the laws, rules, and regulations controlling budgetary record-keeping for County government;
- Knowledge of microcomputer software applications;
- Knowledge of financial reporting practices;
- Knowledge of data processing and word processing equipment, practices, procedures, and ability to apply such knowledge.
- Ability to plan, direct, and supervise a professional staff;
- Ability to train and communicate effectively with all levels of employees;
- Ability to analyze financial transactions and to make appropriate adjusting or original journal entries;
- Ability to prepare complete accounting reports and statements of considerable complexity;
- Ability to organize and present clear and concise oral and written reports;
- Ability to develop and update procedure and operational manuals;
- Ability to analyze trends from detailed records and factual materials;
- Ability to promote and maintain effective departmental, inter-departmental, and public relations.

### **PHYSICAL/MENTAL DEMANDS**

This is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

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**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.