



## **Manager, Financial Accounting**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 18940

*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 professional accounting and supervisory work directing the operation of various segments of the county's total financial system. The Manager, Financial Accounting supervises professional, subordinate supervisory and nonsupervisory accounting personnel. Work includes establishing procedures to ensure proper accounting and communicating these procedures/policies to staff and operating departments. The employee regularly exercises independent judgment in a variety of work situations. The incumbent reports to the Chief Deputy Director and the Director.

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

- Supervises professional, supervisory and nonsupervisory personnel responsible for different segments of the county's ERP and financial management system including general ledger, accounts payable, iExpense, accounts receivable, fixed assets, payroll, cash management, projects, financial reporting, etc.;
- Assists in developing requirements for various software applications in the above areas and subsequent implementation and maintenance of such applications;
- Assists in identifying and implementing process improvements that increase system functionality and departmental efficiency;
- Assists in establishing procedures/policies for staff and operating departments to follow in the above areas to ensure compliance with applicable rules, adequacy of internal controls, proper audit trails and preparation of financial statements in accordance with generally accepted accounting principles (GAAP);
- Resolves problems arising from non-compliance of laws, rules, regulations, and GAAP;
- Prepares or supervises the preparation of various monthly, quarterly and annual reports including the Comprehensive Annual Financial Report in compliance with all applicable laws, rules and regulations;
- Works with external auditors and internal auditors as needed during the audit process;
- Monitors actual financial data including revenues, expenditures, and fund balances for sufficiency and propriety of funding and maintains systems for inter/intra-governmental charges and balances;
- Assists in managing the county's banking relations and investment programs;
- Assists in hiring, training, supervising and evaluating subordinate personnel and rates accordingly;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Bachelor's degree in accounting and five (5) years extensive professional experience in the operation of a complex enterprise resource planning (ERP) and financial management system that includes two (2) years administrative and supervisory 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 highly desirable knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of generally accepted accounting principles and practices, government accounting and auditing and financial reporting as applied to a large and complex governmental ERP financial management system;
- Knowledge of all federal, state and local laws governing entities for report filings and requirements;
- Knowledge of data processing practices, procedures and equipment;
- Knowledge of public administration practices and principles;
- Ability to utilize, develop requirements and maintain computer applications and software in the above areas;
- Ability to communicate effectively orally and in writing;
- Ability to plan, organize and supervise professional and clerical staff;
- Ability to prepare, review and analyze financial reports.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **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.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

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