

## **ACCOUNTING MANAGER**

### **DEFINITION OF WORK**

Employee in this classification performs managerial and advanced professional finance work in the management and execution of the financial activities of the County and represents the Finance Director in her/his absence. Assists the Finance Director in the financial administration of the County by managing financial reporting, payroll, investments, financial software applications, purchasing, safeguarding of assets, long-term financing, and other financial aspects. Assists the Finance Director on strategic and tactical matters related to budget management, cost/benefit analysis, forecasting needs, and securing funding for projects. Work involves coordination of the annual audit, and supervision of purchasing, accounting, collections, billing, cash controls, grants, and contract management. Fiscal work includes supervising and participating in preparation and analyses of financial reports and forecasting of revenues. The employee must exercise independent judgment and initiative in managing the daily activities of the Department and supervising the fiscal control system. Work is performed in accordance with established County finance procedures, local ordinances, North Carolina General Statutes governing the responsibilities of local government fiscal operations, and generally accepted accounting principles.

### **EXAMPLES OF WORK**

Employee organizes and supervises the daily operations of the Finance Department. Develops goals and objectives and leads various teams to assist the County and Finance Department in meeting its objectives. Employee supervises a staff of professionals, technicians, and support positions; conducts hiring, training, employee development, and performance management and evaluation; provides oversight to the payroll, purchasing and collections activities of departments, assuring proper cash controls and record keeping. Supervises and participates in the preparation of the CAFR and is responsible for the annual audit process.

### **EMPLOYMENT STANDARDS**

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

Graduation from a four-year college or university with a degree in accounting, finance or directly related field supplemented by five (5) years of progressively responsible professional level and supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Certified N.C. Local Government Finance Officer and/or licensed as a NC Certified Public Accountant preferred.

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

Considerable knowledge of public accounting practices and procedures; considerable knowledge of laws, rules, regulations, policies and practices to follow in the accounting function; considerable knowledge of accounting systems, policies, and procedures; considerable knowledge of computer operations and applications related to accounting and financial analysis and reporting; and considerable knowledge of investment and cash policies and analysis. Ability to understand, interpret, and apply laws, policies, and grant requirements; ability to analyze and interpret financial data, perform trend analysis, and prepare clear and concise reports; ability to administer and evaluate bond projects, develop departmental goals and objectives; ability to monitor and evaluate employees; ability to establish and maintain effective working relationships with the department heads, governmental officials, consultants, employees and the general public; and ability to conduct long range fiscal planning; and the ability to produce accurate and thorough financial records and reports. Strong communication, interpersonal and leadership skills are required.

### **SPECIAL REQUIREMENTS**

A driving record and background check with local law enforcement agency required. The employee must have a valid North Carolina driver's license with a safe driving record and an acceptable credit history. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

### **ADA REQUIREMENTS**

Employees are subject hazards associated with office work such as ergonomic and visual acuity issues.

### **PHYSICAL REQUIREMENTS**

Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/ or a negligible amount of force frequently or constantly to move objects. Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.