

ACCOUNTING SERVICE MANAGER

NATURE AND VARIETY OF WORK

This is management level fiscal administrative work responsible for planning, organizing and directing the activities of a major accounting and financial Division. Incumbents are responsible for administering and supervising divisional accounting and related functions. General supervision is received from a director who is consulted on policy, matters and reviews work through conferences, reports submitted, and observation and evaluation of results achieved.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in Personnel Law Section 16-102(59).

Plans, organizes, and reviews the preparation of various financial reports.

Establishes plans for completion of reports by required deadlines.

Issues assignments, and coordinates completion of assignments.

Solves problems of a highly technical nature and performs as liaison between internal and/or external auditors.

Develops policies and procedures to ensure that financial activities are recorded using sound business practices and with strong internal control.

Engages in meetings with various agency representatives to assess financial reporting and information needs.

Coordinates the implementation of procedures in a division and other areas of County government.

Oversees preparation of budgets.

Provides administrative support to the Director of Finance; supervises the execution of special projects.

Attends meetings involving financial policy and procedure implementation; and resolves administrative problems in the financial area through interaction with other departments and agencies.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of principles, methods, and practices of governmental accounting.

Extensive knowledge of the application of office machines to accounting systems including computerized systems.

Extensive knowledge of the principles, practices and equipment of modern office management.

Good Knowledge of state laws, County ordinances and Charter provisions as they pertain to expenditures and revenue.

Ability to prepare difficult and complex financial reports.

Ability to plan, organize and supervise the work of subordinate professional and clerical staff in a manner conducive to full performance and high morale.

MINIMUM QUALIFICATIONS

Masters Degree in accounting, public/business administration, or a closely related field, plus three (3) years of progressively responsible administrative and budgeting experience; plus one (1) year supervisory experience or an equivalent combination of education and experience.

REVISED: 10/88