

TITLE: Accounting Supervisor

FIN/4

DEPARTMENT: Finance, Fayette County

JOB SUMMARY: This position is responsible for supervising the daily financial transactions of the department.

MAJOR DUTIES:

- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Oversees daily financial transactions, cash management, and forecasting; validates county invoices and payments; validate county revenues; reviews and approves journal entries, cash reconciliations, and advertisements.
- o Forecasts cash needs and maintains adequate cash balances to cover the county's operations, payroll, and debt service needs; analyzes county revenue and expenditures; reviews and researches the revenue and expenditure numbers for reasonableness; reports unanticipated increases or decreases.
- o Schedules special work assignments and day-to-day operations, including mailing annual occupational tax certificate renewal applications, preparing annual W-2 and 1099's audit, and responding to requests from the Assistant Chief Financial Officer/Controller.
- o Identifies potential problems, prepare corrective action plans, informs staff, and implements plans.
- o Ensures proper security for the office safe and the petty cash fund; maintains proper internal controls; answers audit questions concerning security and internal controls.
- o Assists in the development of Requests for Proposals.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard supervisory practices.
- o Knowledge of governmental accounting practices.
- o Knowledge of governmental budget development and management procedures.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.

- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Assistant Chief Financial Officer assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include county personnel policies, the county code, Generally Accepted Accounting Principles, accounting and auditing standards, Government Finance Officers Association recommendations, and state laws and regulations. These guidelines require judgment, selection, and interpretation in application.

**COMPLEXITY:** The work consists of varied supervisory and accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to supervise the department's daily financial transactions. Success in this position contributes to the efficiency of department operations.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, elected and appointed officials, attorneys, outside auditors, state officials, contractors, vendors, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Accounting Technician (5).

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.