

LINN COUNTY CLASSIFICATION

TITLE: ACCOUNTING OFFICER

NUMBER: 082

APPROVAL ORDER NUMBER: 2017-100

PAY RANGE: 23

DATE: May 2, 2017

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, implement, and supervise the County accounting programs. Provide professional accounting guidance and supervision in the operation and updating of the County financial management system.

SUPERVISION RECEIVED: Works under the general direction of the County Administrative Officer who outlines general objectives and reviews performance for program effectiveness.

SUPERVISION EXERCISED: Exercises supervision over the accounting clerks and support staff, assigning and monitoring duties and work performance, selects or assists in the selection of new personnel, provides training, and recommends personnel transactions; performs accounting requirements and provides technical accounting advice and guidance to County offices and departments.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Monitor County fiscal practices to assure conformity to established fiscal policies and compliance with State and Federal statutes, codes, laws and regulations.
2. Supervise and participate in the preparation of monthly financial information, with particular emphasis in providing timely revenue and expenditure data to elected officials, department heads and financial managers. Present oral and written reports to the Board of Commissioners after September, December and March quarters. At year's end, supervise and participate in the closing of the County's fiscal ledgers, and prepare the necessary financial reports for the annual audit.
3. Coordinate with County Treasurer regarding revenues and cash balances, including monthly fund balance reconciliations.
4. Coordinate with County Information Technology Services personnel in the design and enhancement of computer-based financial programs to insure fiscal processing efficiency, effectiveness and integrity with the objective of maintaining a financial system that is supported by complete audit trails.
5. Coordinate with external, independent auditors to establish procedures for, and to assist with, the preparation of the work papers and financial statements for annual and special audits including the Comprehensive Annual Financial Report (CAFR).

6. Provide a wide variety of specialty reports such as Indirect Cost Allocations, the annual State Assessment and Tax Grant and various payroll/personnel/accounting reports as may be requested. Provide the Budget Officer with the estimated beginning General Fund cash balance. Provide other assistance as needed.
7. Analyze, develop, propose and, when approved, assist with the implementation and ongoing monitoring of the internal control procedures.
8. Provide County offices and departments, particularly Clerk, Road and Environmental Health, with assistance in program operation and accountability.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of Generally Accepted Accounting Principals (GAAP) and Governmental Accounting Standards Board (GASB) requirements and governmental accounting management, audit theory, and administration principles and practices; considerable experience with computer and data processing systems, concepts and applications; considerable knowledge of local government; considerable knowledge of relevant statutes and related governmental procedures.

Ability to effectively develop and supervise department personnel. Ability to communicate effectively, both in writing and orally. Ability to establish and maintain cooperative work relations with other departments and public agencies.

EXPERIENCE, EDUCATION AND TRAINING: Seven years of progressively responsible experience in public fiscal management which includes two years of supervisory experience and a Bachelor's Degree in Accounting, Business Administration or related field with a CPA Certificate preferred; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. The position includes some duties typically performed by a financial analyst, government accountant, cost accountant, internal auditor, statistician, economist, data clerk and supervisor.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.