

LANCASTER COUNTY
ACCOUNTING OPERATIONS MANAGER

2850

NATURE OF WORK

This is responsible administrative and professional work directing county-wide operations including the automated financial and payroll systems. County budget compliance, disbursement and receipt of funds, auditing, and cash management activities.

Work involves oversight responsibility for reviewing accounting entries and the preparation of accrual based and modified accrual based accounting entries including designing and managing systems to compile, synthesize and analyze data and reports. Work also involves acting as an internal liaison with accounting, clerical, and managerial personnel to assist in resolution of operational budgeting, accounting or payroll problems. Supervision is exercised over subordinate accounting personnel involved in the operation of the automated financial and payroll systems. Work is performed under the general supervision of the County Clerk with work reviewed in the form of system expansion, employee development and compliance with department, State and Federal guidelines and regulations.

EXAMPLES OF WORK PERFORMED

Design and implement information systems which compile, synthesize, and analyze data from vouchers, ledgers, journals, computer printouts, files and/or microfiche to prepare reports and to evaluate data for administrative planning, budgeting, and decision making; compile, synthesize and analyze data to calculate tax levies for political subdivisions in Lancaster County; maintain and recommend enhancements to the financial and payroll system computer applications including requirements for input documents, processing controls, and output reports; research errors, reported compliance issues and reconciliation problems.

Develop annual budget for the office of the County Clerk; assist in preparing fiscal notes for the County budget; audit county expenditures to ensure maintenance of proper financial controls in accordance with budgetary authorization and established policies; coordinate external audit proceedings and special year-end/interim processing, balancing and reporting; present expense documentation to County Board for review and approval.

Plan, assign, supervise and evaluate the work performed by subordinate accounting personnel; provide education, training and reinforcement in the support of employees' work performance; coordinate office work flow and work process improvement efforts; monitor daily financial operations; review system reports and automation processes for quality, completeness and efficiency.

Develop objectives, procedures and policies governing the management of revenues and expenditures in accordance with the principles of governmental accounting, and relevant State and Federal regulations and statutes; explore and plan financial and accounting information system improvements through community, professional and civic contact and associations; monitor changes to and interpret appropriate Federal and State laws, rules, regulations, and standards to ensure County compliance and efficient work operations.

Act as County liaison to assist with automated payroll, accounting and operational budgeting problems; advise county personnel concerning system inquiries and provide professional guidance in the resolution of referred problems.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of current governmental budgeting and professional accounting principles, methods, and practices.

Considerable knowledge of evolving data management systems, automated financial and payroll systems and their application to relevant governmental operations.

Knowledge of auditing techniques and concepts.

Ability to plan, supervise and evaluate the work of subordinate employees including the ability to develop relevant employee work attributer.

Ability to establish and maintain effective working relationships with County legislative and community officials, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to incorporate changing legislative mandates into current fiscal and office data management systems and processes.

Ability to define, evaluate and develop recommendations and courses of action to accommodate planned and evolving organizational changes and demands.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in accounting, computer science, business or public administration or related field and experience working with an automated financial system including experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with course work in accounting, computer science, business or public administration or related field and experience working with an automated financial system including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

Revised 6/00

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