

LANCASTER COUNTY
ACCOUNTING OPERATIONS MANAGER

2850

NATURE OF WORK

This is administrative and professional work directing county-wide accounting functions conducted by the Lancaster County Clerk's Office, which includes budgeting, regulatory compliance, disbursement and receipt of funds, auditing, maintenance of financial software and cash management activities.

Work involves oversight responsibility for the preparation of and review of accounting entries including managing systems to compile and analyze financial data. Work also involves acting as an internal liaison with personnel across County departments to assist in operational budgeting and accounting processes. Supervision is exercised over subordinate accounting personnel involved in the operation of the accounting functions. Work also involves ensuring compliance with local, State and Federal regulations. Work requires independent judgement on accounting procedures and is performed under the general supervision of the County Clerk.

EXAMPLES OF WORK PERFORMED

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

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 accounting and operational budgeting problems; advise county personnel concerning system inquiries and provide professional guidance in the resolution of referred problems.

Respond to appropriate public records requests and develop and implement other methods for contributing to transparency, including creating reports and graphics to share with the public and other departments.

DESIRABLE KNOWLEDGE, 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 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 promote professional development of those employees.

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

Ability to communicate effectively both orally and in writing.

Ability to incorporate changes such as new legislation 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.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with coursework in accounting, finance, business or public administration or related field and three years of experience working with governmental accounting or auditing procedures or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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