

Title: Accounting Manager
Department: Finance
Division/Office: Administrative section



Grade 2124; FLSA Exempt position; Category: Classified; Job Code: ACTS; Rev.:07/01/2021

General Description

The purpose of this position is to manage financial activity and transactions of the Governmental, Enterprise and Billing sections of the Department of Finance and perform advanced level professional financial functions for all County funds.

This single professional class position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Manages, coordinates and oversees the financial functions of the Governmental, Enterprise and Billing divisions of the Finance Department-
- Maintains a high degree of familiarity of all financial systems, modules including general ledger, accounts payable, accounts receivable, purchasing, payroll and other special software
- Performs lead role for special projects that are finance related and may include working with multiple County departments and outside agencies and research and knowledge across a broad spectrum involving the area of interest
- Coordinates the work of the County's annual budget
- Participates in system updates and improvements
- Makes operational and strategic plans for the Accounting Office.
- Interacts with internal and external customers to provide guidance and resolve issues.
- Actively participates in efforts involving standardizing accounting procedures to achieve compliance with GASB rules.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Bachelor's degree in Accounting, Finance or related field; supplemented by a minimum of eight (8) years of financial accounting experience of which five (5) are in a supervisory or management position or any equivalent combination of education and experiences. Preference given to management level Governmental accounting, budgeting and financial statement audit experience.

Additional Requirements:

Comprehensive knowledge of generally accepted accounting principles and governmental accounting principles and practices; comprehensive knowledge of the Federal, State and County laws and regulations pertaining to the financial functions; Strong ability to convey ideas to the public and present to Leadership; ability to plan and supervise the work of others; working knowledge of personal computers and pertinent applications; strong ability to create and work

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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with complex spreadsheets; strong ability to comprehend complex oral and written instructions and contracts; ability to multi-task; ability to establish and maintain effective working relationships with supervisors, coworkers, subordinates and the public; regular and timely attendance; performance of duties in a safe manner.

Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers and supervisors. Direct deposit of pay required.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Graduate degree or CPA preferred

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement