



## CLASS SPECIFICATION

Class Code: 0321  
Date Est:  
Last Rev: 02/2017  
Last Title Chg:  
FLSA: Exempt  
Probation: 12 months

### ACCOUNTING MANAGER

#### **DEFINITION**

Under general direction, coordinates and supervises the Accounting, Payroll and Accounts Payable Divisions of the Comptroller's Department and has responsibility for the preparation of the Washoe County Comprehensive Annual Financial Report; assists the Comptroller with management and administration of the Department; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in accounting, auditing, finance or closely related field AND five years of full-time experience performing account maintenance and payroll work, and staff supervision; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise and review preparation of Washoe County Comprehensive Annual Financial Report. Oversee preparation and review financial documents to obtain GFOA Certificate of Achievement for Excellence in Financial Reporting annually.

Supervise and direct the timely and accurate preparation of monthly or quarterly financial statements.

Provide guidance and assistance in carrying out County policies and functions regarding accounts payable, travel and budget violations.

Review payroll reports, including W-2's, monthly and quarterly reports, and tax and related deposits for accuracy and completeness. Also review for 1099's filed annually.

Provide guidance and assistance in carrying out County policies and procedures regarding billing and receivables.

Review Board of County Commissioners' minutes, new ordinances, new Nevada Revised Statutes and GASB to ensure that all financial transactions are accounted for and that the County is in compliance with Statutes.

Supervise the monitoring of cash balances in County funds and informing departments of potential budget problems and violations.

Supervise the preparation of cash flow projections for planning and budgeting purposes.

Evaluate operational performance, review work methods and procedures and develop changes in work processes, workflow and/or equipment used to ensure efficient operations.

Test and review all property tax apportionments made by the Treasurer and all other revenue allocations required by Statute.

Supervise staff in preparation of GASB #31 unrealized gains (losses) in market value of investments and interest income allocations and accruals.

Supervise staff in preparing financial statements and Trustee documents for the Washoe County, Nevada OPEB Trust Fund.

Act for the Comptroller in making policy decisions, settling disputes and handling relations with the public and other departments in the Comptroller's absence.

Maintain current knowledge of accounting and fiscal software used by the Department.

Supervise staff engaged in accounts payable, payroll and accounting/auditing functions including training, work assignment and review, employee discipline and performance evaluation.

Supervise staff in preparation of arbitrage calculations and related filing of arbitrage related tax returns.

Serve as Comptroller in the Comptroller's absence and when delegated.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Departmental/division policies and procedures.

Countywide personnel policies.

Computer software specific to the Accounting, Payroll and Accounts Payable functions.

Laws and regulations affecting the financial operations of the County and special districts.

#### **Ability to:**

Plan, coordinate and direct the operations of the Accounting, Payroll, Collections and Accounts Payable Divisions to accomplish established goals and objectives and optimize efficiency.

Identify work methods and procedures that promote a safe working environment for employees and others and train staff in the same.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Governmental accounting practices.

Payroll and accounts payable procedures and computerized ledger systems.

Principles and practices of supervision, training and staff evaluation.

Office management methods and procedures.

Auditing theory, principles and techniques and their application to government finance.

General accounting theory, principles and practices, and their application to a variety of accounting transactions and problems.

Principles of account classification.

**Ability to:**

Assist with planning, assigning, coordinating and directing the functions and operations of the Accounting Division within the County Comptroller's Office.

Perform a wide variety of complex and specialized administrative and fiscal support work for the Washoe County Comptroller's Office.

Interpret, explain and apply a variety of County Comptroller's Office policies, rules, procedures and regulations.

Analyze, develop and modify financial record keeping procedures.

Gather, organize, analyze and present a variety of data and information.

Prepare clear, concise and accurate records and reports.

Supervise personnel, including training, assigning, and reviewing work, administering discipline and conducting performance evaluations.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with division staff and representatives of other departments.

Effectively represent the County Comptroller's Office in answering questions, responding to inquiries, providing assistance and dealing with concerns from the public, community organizations, other County staff and other government agencies.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 10 lbs. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*