# Accounting Officer

**Grade: 11**

**FLSA: Exempt**

## Date: 08/18

**Job Summary:** Manages the day-to-day operations of the Accounting Division, including general accounting, payroll, accounts receivable and accounts payable; manages the day-to-day investment of cash; fiscal accounting and reporting for affiliated activities and special funds; coordinates annual audit; prepares annual financial statements and Uniform Financial Report; performs other duties as assigned.

**Essential Functions:**

1. Responsible for maintaining accurate and current financial records, including timely updating of financial activity and periodic reporting and approves work of direct reports;
2. Supervises accounting staff including accountants and fiscal specialists;
3. Ensures expenditures, receipts, and other transactions are properly and timely recorded to the appropriate accounts;
4. Monitors and manages the County’s cash and investment position, including daily cash balances, monthly bank reconciliations, and completion of weekly cash flow projection;
5. Coordinates the timely submission of departmental financial activity in support of accurate and timely reporting
6. Coordinates the annual audit and other special audits of the County’s financial records with independent auditors as well as with any State auditors;
7. Prepares with the assistance from Auditor’s annual financial statements in accordance with all required guidelines (i.e., GASB’s, GAAFR, etc.) and the State Uniform Financial Report; Ensures Financial records are maintained in compliance with GAAP.
8. Performs various functions and procedures in support of audits including preparing various schedules of major balance sheet accounts, retrieving account information, and preparing confirmations letters;
9. Conducts follow-up on all audit findings and recommendations;
10. Develops fiscal procedures to improve the efficiency and consistent administration of various financial activities involving County departments and agencies; Provides the necessary training and internal control review;
11. Establishes and maintains effective working relationships with assigned staff, associates, business and public officials, and the public;
12. Represents the Department of Finance in a professional manner in performing all financial responsibilities;
13. Keeps abreast with changes in governmental accounting to ensure compliance with new Governmental Accounting Standards Board Statements, Governmental GAAP Guide, Yellow Book, CFR 200-Super Circular, etc.;
14. Schedules recurring tasks to meet the need for timely and accurate financial recording and reporting ; prioritizes and reprioritizes to respond to changing circumstances and/or needs
15. Maintains files and other records to support financial transactions and work performed;
16. Utilizes technology effectively in performance of job duties
17. Exercises professional judgment and discretion when handling information processed in performance of job duties
18. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain advanced knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government to the public;
3. Expert knowledge of department practices and procedures;
4. Expert knowledge of advanced accounting principles and concepts;
5. Expert knowledge of relevant Federal, State, and local regulations regarding fiscal administration and management;
6. Ability to effectively communicate with other staff members; ability to coordinate, advise, and work with other professionals;
7. Ability to supervise and motivate assigned staff;
8. Ability to prioritize and multitask;
9. Ability to review and analyze existing information and make informed and sound decisions; ability to use available resources to research information;
10. Ability to keep accurate records;
11. Ability to keep abreast with current fiscal policies and procedures;
12. Ability to effectively utilize relevant technology, including the County’s administrative and financial systems

**Education and Experience:**

1. Bachelor’s degree;
2. Certified Public Accountant
3. Three years or more of experience or additional education in a specialized area;
4. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date