

Accounting and Budget Manager

GENERAL STATEMENT OF DUTIES: Performs highly responsible administrative and supervisory duties in the Genesee County Office of Fiscal Services which include direct responsibility for the planning, organizing and monitoring of the central accounting system; oversees the budget process; works under the direction of the Chief Financial Officer; performs related duties as required.

STATEMENT OF TASKS:

Supervises subordinate staff;
Plans, organizes and directs the County's accounting system;
Formulates policies to ensure accuracy and efficiency of the day-to day accounting operations;
Consults with federal, state and local accountants and auditors on proper accounting procedures;
Prepares detailed financial statements and related reports in accordance with prescribed standards;
Oversees and monitors the development and administration of the County's operating and capital budget to ensure compliance with required municipal accounting principles and practices;
Oversees the day-to-day operation of the department and acts as a resource person answering non-routine questions and providing routine authorizations.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, methods and procedures of professional governmental accounting as applied to Genesee County;
Knowledge of manual accounting systems;
Knowledge of computer systems and applications including spreadsheet and data base software;
Ability to develop and implement standard accounting methods, procedures, forms and records;
Ability to supervise and evaluate the work of assigned staff in the areas of accounting, payroll, accounts payable, reimbursement and budget;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with department heads, governmental officials and employees;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting and five (5) years of governmental accounting experience including supervisory responsibilities.

Established: May 1, 1977
Revised: October 30, 1984
Revised: March 11, 1997
Revised: January 13, 2005
Revised: January 30, 2015



Human Resources Director