

ACCOUNTING SYSTEMS COORDINATOR

GENERAL STATEMENT OF DUTIES: Performs professional and responsible financial, accounting and supervisory tasks in the Genesee County Treasurer's Office; duties include the coordination and implementation of approved accounting systems, computer program systems and systems for the management of cash flow and securities; establishes and monitors bank reconciliation procedures; supervises assigned staff; works under the supervision of the Chief Deputy County Treasurer; performs related duties as required.

STATEMENT OF TASKS:

Supervises assigned staff;
Coordinates computer system for all financial activity;
Coordinates procedures for tax collection according to prescribed standards;
Coordinates tax and receipting procedures with other County departments;
Coordinates and assists auditors with regular or special County audits;
Establishes and maintains a cash flow system for maximum investment of idle funds;
Establishes procedures and controls for monthly reconciliation of all bank accounts;
Works with County departments to reconcile account records and bank records;
Monitors a listing of County bank accounts for compliance with statutes and control of authorized signatures;
Analyzes financial data and prepares regular and special reports;
Performs audit functions in any department collecting and distributing funds;
Utilizes computer and related software to assist in performance of job duties.

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:

Knowledge of modern governmental accounting and budgeting practices;
Working knowledge of computer applications and management information services;
Knowledge of the working structure of County government;
Ability to evaluate and introduce new and/or updated financial and accounting methods and procedures;
Ability to analyze financial data, prepare reports and make recommendations;
Ability to institute and develop efficient office procedures;
Ability to supervise employees and motivate them to work cooperatively and efficiently;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

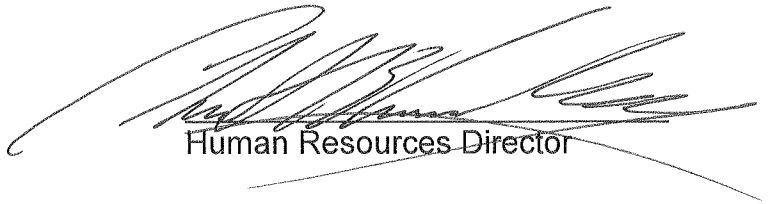
MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting **AND** two (2) years of experience in governmental accounting, auditing or management information services.

Established: March 13, 1978

Revised: October 19, 1998

Revised: May 5, 2010



Human Resources Director