

ACCOUNTING & CONTRACTS MANAGER

Job Code	Pay Grade
17514	CL20

Nature of Work

This is highly responsible professional accounting and administrative work managing the activities of an accounting division. An employee in this class is responsible for managing, supervising, and participating in the accounting activities of a diversified and complex accounting system that includes accounts payable, contract management, internal/external audit coordination, procedures and cost analysis, and procurement. Duties include analyzing accounting functions to determine their legality, propriety and effectiveness. Additionally, detailed analysis work is performed supporting departmental accounting needs, maintaining a data base of overall financial information and the development of user-oriented management reports.

Minimum Qualifications Requirements

- 7 years experience in progressively responsible professional accounting work covering a complex computerized accounting system that includes 1 year of supervisory training or experience; or
- Associate's Degree in Accounting, Finance, or a related field with course work in Computer Science and Accounting plus 5 years experience that includes 1 year of supervisory training or experience; or
- Bachelor's Degree in Accounting, Finance, Business or a related field with course work in Computer Science and accounting plus 3 years experience that includes 1 year of supervisory training or experience; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A Florida Driver's license or Florida Commercial Driver's License and endorsements, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, assigns, trains, supervises and evaluates the work of accounting support staff engaged in developing, maintaining and reviewing required utilities accounting systems.
- Provides counsel and advice to department directors, managers, accounting staff and employees on accounting matters, reports and analysis.
- Establishes procedures/policies for staff and operating departments to follow to ensure accurate audit trails and coordinates these activities with county policies.
- Monitors actual financial data including revenues, expenditures and fund balances for sufficiency and propriety of funding.
- Resolves problems arising from non-compliance of laws, rules, regulations, and generally accepted accounting principles.
- Performs technical fiscal studies, analyzes acquired data and recommends course of action.
- Prepares, or participates in the preparation of various monthly and annual reports in compliance with all applicable laws, rules and regulations.
- Performs data processing related duties including using statistical packages or programs encoding data, data entry and retrieval and routine computer terminal operations and programming/reprogramming.
- Provides analytical and administrative assistance in the development and implementation of efficient financial management systems and procedures that are in compliance with all applicable laws, rules and regulations.
- Researches and recommends expenditures of departmental funds for hardware, software and training needs; monitors maintenance contracts and consultants; administers contracts for payment to consultants.
- Provides management reports for budget preparation.

ACCOUNTING & CONTRACTS MANAGER (continued)

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Illustrative Tasks (continued)

- Assists in departmental annual audit conducted by independent accounting firm; prepares work papers for audit review; conducts internal audits ensuring compliance with federal, state and county regulations and generally accepted accounting principles.
- Recommends changes to computer applications as related to maximizing efficiency and effectiveness in maintaining financial records.
- Directs and coordinates training of accounting staff at remote sites.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of accounting principles, practices and procedures.
- Knowledge of auditing methods, practices and procedures.
- Knowledge of the laws, rules and regulations controlling budgetary record-keeping for county government.
- Knowledge of microcomputer software applications.
- Knowledge of financial reporting practices.
- Knowledge of data processing and word processing equipment, practices, procedures and ability to apply such knowledge.
- Ability to plan, direct, and supervise a professional staff.
- Ability to train and communicate effectively with all levels of employees.
- Ability to analyze financial transactions and to make appropriate adjusting or original journal entries.
- Ability to prepare complete accounting reports and statements of considerable complexity.
- Ability to organize and present clear and concise oral and written reports.
- Ability to develop and update procedure and operational manuals.
- Ability to analyze trends from detailed records and factual materials.
- Ability to promote and maintain effective departmental, inter-departmental and public relations.

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Revised	EEOC Code	Overtime Code
6/07	Officials & Managers	Classified