



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Accounting Manager

FLSA: Exempt

DEPARTMENT: County Clerk

REVISED:

Summary: Under general direction, manages, plans, and controls County financial functions including budget, payroll and accounting.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates the operation of County financial systems including accounting and payroll; plans, monitors and controls the flow of information into and out of the accounting and budget system including the design and maintenance of the chart of accounts, software functional settings, software access, and operational procedures.
- Supervises, trains and evaluates accounting office staff; oversees the processing of accounts payable, payroll, accounts receivable, cash receipts, grant project accounting, general journal transactions, reconciliation of Clerk's operations, refund and escrow bank accounts, and fixed assets.
- Establishes and maintains effective internal controls for all areas relating to revenue and expenditure; monitors the proper application of accounting principles, government codes and regulations applicable to County financial transactions.
- Prepares and administers the County budget during the operating year including attending budget hearings, preparing budget amendments, and reviewing revenue and expenditures; advises Board of Commissioners, Elected Officials and Department Directors in relation to budget matters.
- Reviews, coordinates and provides assistance in the development of annual reports and audits.
- Conducts financial analyses; prepares cash flow forecasts, revenue forecasts, and reports required by regulatory agencies.
- Reconciles the County Clerk's accounting system with the County Treasurer's accounts; initiates journal entries and cash transfers to bring both systems into balance.
- Oversees the maintenance of financial reports, fixed assets, real property and investment records.
- Maintains current knowledge of County procedures and policies, federal/state laws and regulations, and accounting standards; conducts research in relation to statutory case laws, auditing procedures and accounting standards.
- Performs other duties as assigned or required.



LARAMIE COUNTY

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Knowledge and Skills:

- Knowledge of all aspects of accounting, payroll and budget administration.
- Knowledge of accounting procedures and protocol.
- Knowledge of financial systems, financial reporting, and audit processes.
- Knowledge of government codes and regulations applicable to County financial transactions.
- Knowledge of Governmental Accounting Standards and Generally Accepted Auditing Standards.
- Knowledge of supervisory principles, practices, and methods.

- Skill in coordinating the operations of County financial systems.
- Skill in maintaining internal controls regarding revenue and expenditure control.
- Skill in preparing and administering budgets
- Skill in coordinating annual reports and audits.
- Skill in ensuring compliance with all laws, standards and regulations applicable to accounting and audit activities.
- Skill in supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

Bachelor's Degree in Accounting; Certified Public Accountant (CPA); five (5) years public sector accounting/finance experience including two (2) years lead or supervisory accountant/assistant comptroller experience in a governmental environment as well as supervisory experience; or equivalent combination of education, training and experience.