



PUBLIC HEALTH ACCOUNTING MANAGER JOB DESCRIPTION

Job Title: **Public Health Accounting Manager**

Job Code: **CF115**

Pay Grade: **24**

Effective Date: **June 2019**

FLSA: **Exempt**

Revision Date: **June 2019**

NATURE OF WORK

Under general direction, plans, coordinates, and manages the operations and activities of the Lewis County Public Health Department Accounting section; prepares, reviews, and maintains various types of accounting reports and records; responds to a variety of accounting inquiries, and supervises assigned personnel.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Leads and facilitates budgeting for the PHSS Department, including; development, preparation, reconciliation, and monitoring.
- Manages, coordinates, and prepares assignments associated with the day-to-day operations of the PHSS accounting section in the areas of contract administration, systems administration, project management, financial reporting, regulatory compliance, accounts payable, accounts receivable, and payroll.
- Manages the staff and operations, and coordinates activities with the Director; supervises, trains, and evaluates the performance of assigned personnel; monitors for staff compliance with departmental policies and procedures; provides hiring recommendations.
- Reviews and investigates financial and accounting records; monitors and verifies fund integrity, researches accounting, billing, and grant information and resolves related issues as needed.
- Functions as a member of the PHSS Department management team; represents the PHSS accounting team at meetings; assist project managers with developing and monitoring project budgets; assists in the development, implementation, and administration of the County fiscal policies and procedures.
- Assures the accuracy, timeliness and quality of PHSS financial activities and work products. Monitors and verifies compliance with regulations governing County fiscal activities and financial reporting.
- Assists in the preparation of the County's Annual Financial Report
- Conducts accounting activities, financial reporting, budget forecasting, special accounting studies, and other duties as assigned by the Director.
- Reviews grants and service contracts; monitors compliance with regulations governing expenditures for all grants/contracts.
- Responds to requests for accounting information and provides technical support and guidance.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves sitting for extended periods of time, standing, walking, bending, reaching, and lifting of objects up to 30 pounds.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Accounting or Business Administration; AND four (4) year's governmental accounting and budgeting experience, including three (3) year's supervisory experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Requirements from State Auditor's Office
- Regulations governing County fiscal activities.
- Automated financial systems and software.
- Fiscal records, reports, and documentation.
- Generally Accepted Accounting Principles (GAAP)
- State Budgeting Accounting & Reporting System (BARS) and Cost Accounting Management System (CAMS)
- Supervisory principles, practices, and methods.
- RCW, WAC, BARS
- County policies and procedures.
- Fiscal policies, procedures, resolutions, and ordinances.
- Processes for preparing and administering budgets.

Skills in:

- Managing and coordinating the day-to-day administrative operations.
- Monitoring and maintaining compliance with regulations governing fiscal and budget activities.
- Preparing, reviewing, and monitoring accounting documents for accuracy and completeness.
- Conducting financial analyses and researching/resolving accounting and billing issues.
- Performing a variety of systems and/or contract administration functions.
- Establishing and maintaining effective working relationships with staff, County departments, outside agencies, vendors, and the general public.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority.