



FINANCIAL SERVICES MANAGER JOB DESCRIPTION

Job Title: **Financial Services Manager**

Job Code: **AU130**

Pay Grade: **129**

Effective Date: **October 2007**

FLSA: **Exempt**

Revision Date: **November 2021**

NATURE OF WORK

Under limited supervision; plans, coordinates, and assist in managing the operations and activities of the Lewis County Auditor's Office - Financial Services division; performs a variety of accounting and statistical analysis functions in the maintenance of county-wide financial, technical and accounting records.

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.*

- Manages daily operations of the Financial Services division of the Auditor's Office to achieve goals within budgeted funds and available personnel. Provides leadership and direction, and develops strategic short and long-range goals and objectives for efficient operations. Plans and organizes workloads and staff assignments, reviews progress, and adjusts priorities as needed to assure work is performed efficiently.
- Develops and implements external and internal customer service strategy for carrying out the services and functions of the office.
- Performs accounting, finance, grants, and budget functions and statistical analysis; serves as a technical resource to County staff and Special Purpose Districts on a variety of budgeting, accounting, and analytical issues.
- Assures the accuracy, timeliness and quality of County financial activities and work products; monitors documents for accuracy and compliance with Federal, state, and local policies and practices.
- Assists in preparation and compilation of the Schedule of Expenditures of Federal Awards (SEFA) and other federal reporting requirements.
- Consults with County management and staff on financial, technical and accounting issues; researches issues and recommends solutions; provides advice and assistance on technical procedures and account status.
- Supervises, trains, and coordinates the work of assigned personnel; monitors County staff for compliance with departmental policies and procedures.
- Serves as a subject matter expert on a variety of modules within the County's ERP system including financials, budget, grants, HR/Payroll, project accounting.
- Develops technical documentation such as quick tips, training curriculum for ERP system users, assists in the maintenance of ERP user documents, and department/office specific manuals.

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- Performs a variety of general and technical accounting duties including general ledger maintenance, account analysis, classification of costs and charges, reconciliation, and report preparation.
- Provides technical financial assistance to other departmental staff as required.
- Acts on behalf of the Chief Accountant in his/her absence and performs duties in assigned areas of responsibilities.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

DISTINGUISHING CHARACTERISTICS:

The Financial Services Manager is distinguished by its responsibility over several countywide systems of internal control and financial functions. The manager is also responsible for daily operations of the Financial Services division within the Auditor's office.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Accounting, Finance, Business Administration or a closely related field;

Five (5) years increasingly responsible experience in public sector accounting, finance, and/or public administration, preferably with Lewis County, and three (3) years of supervisory experience.

A valid Driver's License is required.

KNOWLEDGE AND SKILLS:**Knowledge of:**

- County policies and procedures.
- Applicable provisions within the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).
- Generally Accepted Accounting Principles (GAAP) and Washington State Budgeting Accounting and Reporting System (BARS).
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Automated financial systems and software.
- Financial records, reports, and documentation.

Skills in:

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and County policies and procedures.

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- Monitoring and interpreting financial documents, and assuring compliance with all regulatory requirements governing public sector financial activities.
- Advanced and comprehensive working knowledge of a designing, developing, and implementing automated financial information systems.
- Establishing and maintaining effective working relationships with other staff, County departments, and outside agencies.
- Communicating effectively verbally and in writing.