

*Code: 1386*

*Title: FINANCE ACCOUNTANT SUPERVISOR – FINANCE*

**SUMMARY:** This classification is used exclusively by the Central Finance Department and supervises and participates in county-wide professional governmental accounting activities. Also performs the following functions for all county departments: fund accounting, internal audit functions, payroll, accounts payable and maintenance of all centralized, automated financial/accounting systems.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Supervises and prepares financial analysis, interim and annual financial statements, policies and procedures and reports including internal audits and required governmental filings for all county departments, i.e., Schedule of Federal Expenditures, Expenditure Limitation Report, CFO Landfill Financial Assurance Letter, etc.;

Plans, coordinates and supervises all changes, upgrades and enhancements related to the implementation and maintenance of the county wide automated financial management systems;

Supervises and performs internal audits for all county departments to ensure compliance with Board of Supervisors policies and administrative and/or departmental procedures;

Participates in audits conducted by outside auditors; including the Single Audit and the annual county-wide financial statement audit;

Supervises and prepares financial and statistical sections of the Comprehensive Annual Financial report (CAFR) for Pima County in accordance with GAAP;

Monitors, audits, and maintains the accuracy and integrity of the County's financial management systems, e.g., FMS, Synergen;

Reviews and analyzes accounting transactions and provides recommendations to all county departments;

Reviews, develops, and recommends accounting and administrative controls policies and procedures to improve efficiency, productivity and effectiveness;

Analyzes various accounting professional guidelines and documents to ensure that automated accounting system and operating procedures are in compliance;

Establishes and maintains liaison relationships with financial and management personnel in all county departments and communicates financial issues to all effected departments;

Ensures legal deadlines are met for contract payments, wage assignments, tax levies, tax reporting, W2s, 1099s, etc.

Evaluates the impact and feasibility of requested departmental changes to the automated accounting system and on countywide operations;

Coordinates changes to the automated accounting system with the programming staff in the centralized Information Technologies Department;

Develops and trains all county departmental users on the financial management systems;

Supervises, trains and evaluates the performance of the staff;

Established work priorities and assigns work to staff;

Monitors the progress of assigned projects and re-evaluates and adjusts completion dates as necessary.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- general/governmental accounting and internal audit theory, principles, pronouncements, practices, and methods, to include GAAP, GASB, etc.;
- financial accounting, internal reporting, and statement preparation procedures;
- interrelationships of integrated accounting systems and subsystems as they apply to the assignment area;

- applications of management information systems to automated financial management systems;
- federal, state and local laws, rules, and regulations, as they pertain to reporting requirements, taxes, bond covenants, grants, etc.:
- principles and practices of employee supervision, training, and evaluation;
- reporting structures and relationships found in public jurisdictions;
- applicable governmental regulations to include IRS codes, Wage and Hour Laws and tax filing deadlines;
- principles and techniques for data collection, audit methods, report writing and data analyses.

Skill in:

- applying accounting principles to the preparation of financial statements and fund accounting;
- planning, managing and conducting internal audits, reporting findings, and making recommendations;
- preparing accurate and complete financial reports from accounting records and information systems;
- researching, analyzing, interpreting and auditing financial data and preparing reports on findings;
- use of computer based resources to collect, analyze and report data, findings and recommendations;
- reviewing policies, procedures and systems, identifying problem areas and solutions, developing financial operating procedures and making recommendations;
- communicating effectively, both orally and in writing;
- analyzing, designing, installing, and modifying automated financial management systems;
- establishing and maintaining effective working relationships;
- planning, organizing and reviewing the work of others;
- understanding legal terminology as it pertains to contracts, wage assignments, tax levies, etc.,
- developing and conducting training for financial management systems;
- supervising, training and evaluating staff.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in finance, accounting or a related field as determined by the appointing authority at the time of recruitment and three years of professional accounting or auditing experience plus two years of lead or supervisory experience (which may be concurrent with the required professional accounting experience). [A Master's degree from an accredited college or university or CPA designation may substitute for one year of the required professional accounting experience]

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.