

# FRANKLIN COUNTY

## **AIS / ACCOUNTING MANAGER** Position Description

February 4, 2016  
Exempt

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### OVERALL OBJECTIVE OF JOB

The Accounting Information Systems Specialist and Accounting Manager is a professional position responsible for review, planning and implementation of applications for Fiscal Dept. utilization of the county's ERP system. Individual seeks opportunities to improve and increase utilization of the software for improving department and county efficiencies. Serves as the Fiscal Dept. project leader/liaison in matters relating to the county's accounting information systems.

Performs advanced accounting and fiscal functions for and within the Fiscal Department, supporting general county operations, and assuring compliance of those functions with federal, state, local and county policies, procedures and general accounting methods. In addition, incumbent will maintain county financial records and provide management analytical data in support of overall county operations or specific departments or programs as needed.

### ESSENTIAL FUNCTIONS OF JOB

1. Performs continuous review of department utilization of the county's ERP system and seeks opportunities to improve efficiencies through functionality of the software.
2. Develops programs or plans for implementing additional functionality of accounting software and assists in implementation including preparing manuals and/or training others.
3. Develops testing plan and oversees process for testing upgrades, gathering test results and ensuring desired outcome.
4. Serves as primary department liaison with software vendor technical support and Information Technology department on issues relating to accounting software.
5. Seeks opportunities to improve existing processes and procedures.
6. Writes reports for use in accounting operations using specialized report-writing software and data from the county's ERP system.
6. Prepares/develops accounting manuals, policies and procedures for acceptable practices.
7. Prepares and monitors budgets and fiscal expenditures for multiple programs.
8. Prepares various financial reports as required within department for federal, state and local requirements.
9. Monitors and analyzes expenditures, financial statements and budgeting information and records of services procured through department, and makes fiscal recommendations.
10. Verifies accuracy and completeness of financial documents for compliance with federal, state and county policies, procedures and accounting practices.
11. Reviews and approves accounting records and documentation prepared by others.
12. Prepares or assists in preparing GASB 34 compliant financial statements and footnotes.
13. Coordinates fixed asset record-keeping and periodic inventories.
14. Maintains knowledge of technical pronouncements and accounting rules in order to assist with ensuring county compliance.
15. Coordinates various projects as assigned by Supervisor.
16. Acts as liaison between the Fiscal Department and other assigned departments or groups.
17. Using excellent customer service skills establishes and maintains effective working relationships with other employees, officials, and member of the general public.
18. Establishes and maintains statistical data, files and records as needed within the department.

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19. Creates spreadsheets and prepares required reports and financial support and data as needed.
20. Assists in performing other accounting duties as required.
21. Provides accounting assistance to other staff in absence of Fiscal Director or Assistant Fiscal Director.
22. Assists Fiscal Director and/or Assistant Fiscal Director in accounting issues, procedural changes/implementation, etc.

**OTHER DUTIES OF JOB**

1. Attends meetings and training as required.
2. Performs other job related work duties as required.

**SUPERVISION RECEIVED**

Receives occasional instruction and some supervision from Director or Assistant Director in regard to daily work duties.

**SUPERVISION GIVEN**

Supervises others indirectly through oversight of accounting information system projects or as delegated by Director or Assistant Director.

**WORKING CONDITIONS**

1. Works indoors in adequate workspace and lighting and ventilation, but with fluctuations in temperatures.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to dust/dirt.

**PHYSICAL AND MENTAL REQUIREMENTS**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching as necessary to carry out duties of job.
3. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs; torso necessary to carry out duties of job.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to pay close attention to details and concentrate on work.

**QUALIFICATIONS****A. EDUCATION/TRAINING**

Bachelor's degree in accounting, business administration or accounting information systems that includes 15 or more college credits in accounting. Degree or coursework in Accounting Information Systems preferred.

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**B. WORK EXPERIENCE**

Three (3) to five (5) years working experience in accounting or accounting information systems. Or, any combination of equivalent training and/or experience. Governmental accounting training or experience preferred, but not required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess above average ability to pay attention to detail, accuracy and concentration of work.
3. Must possess good organizational, math and accounting skills, including knowledge of budgets and financial reports.
4. Must possess ability to handle a high volume of work efficiently.
5. Must possess ability to maintain confidentiality in regard to client and County information and records.
6. Must possess good communication and interpersonal skills.
7. Must have ability to prepare required reports in a timely and accurate manner.
8. Must possess knowledge of and understand federal, state and county laws, policies and procedures in regard to accounting practices and methods.

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF AIS/ACCOUNTING MANAGER AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

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(Signature of Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Supervisor)

\_\_\_\_\_  
(Date)

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.