Camden County PSA Leisure Services

Kingsland, Georgia

Position Description

Title: Accounting Manager

Department: Facilities/Admin Supervisor: Executive Director

Status: Full-Time/Salaried/Exempt

Education: Bachelor’s degree from an accredited four-year college or university in a related field; and, three to four years of progressively responsible related experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Position Summary: This position is responsible for administering various accounting processes across the organization.

Essential Responsibilities/Duties:

* Carries out lead worker responsibilities, including supervising, training in job skills, assigning and directing work, assisting staff in resolving problems, making recommendations in performance appraisal, and reporting problems to directors and supervisors.
* Coordinates functions related to fiscal operations, including preparing audit spreadsheets, reconciling and auditing various transactions, preparing and reconciling payments, and billing and collecting delinquent accounts.
* Prepares the annual budget, including preparing worksheets for dissemination to departments; forecasting revenues; comparing and verifying department budget to actual entries; working with departments to correct/amend budget submission; providing and presenting financial information, data, and history to aid in discussions; managing the preparation of special budgets and revisions; assembling the budget document; and participating in budget hearings.
* Prepares and posts various journal entries; investigates departmental questions concerning transactions and makes corrections; verifies accounting systems and general ledger are in balance; and performs monthly closing functions to produce and present timely financial statements.
* Audits payables, processes purchase orders and/or invoices, etc.; checks for document and data entry accuracy and adherence to policies and procedures.
* Assists in the payroll function, prepares transfer payments to third-party administrators, and reconciles payroll transfers to the general ledger.
* Maintains fixed asset schedules and appropriate supporting documentation for general and SPLOST expenditures.
* Provides grant administration by educating departments and assisting with grant applications; working with grant project managers to ensure compliance with grant terms and proper general ledger recording; submitting requests for grant reimbursements; and maintaining a comprehensive file on each grant, including formal agreements, record of all expenditures, record of billings, and record of grant revenues received.
* Prepares complex, routine, and non-routine reports and analyses utilizing various software; receives, sorts, and summarizes material for report preparation; prepares and distributes work reports; relays and interprets administrative decisions, policies, and instructions.
* Answers questions pertaining to the accounting system, requirements, and/or laws; interprets laws that govern the fiscal aspects of the work.
* Audits and analyzes the organization's internal control procedures and defines responsibilities for related staff.
* Ensures quality standards and compliance with regulations are maintained.
* Attend seminars and training programs and conduct research to maintain and upgrade professional knowledge, skills, and development.
* Disseminates various information and/or reports to various agencies, divisions, or departments via telephone, mail, email, or fax.
* May serve as backup for other positions within the department.
* Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

* Knowledge of applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
* Knowledge of accounting principles, policies and processes as related to governmental accounting standards and operations.
* Knowledge of budget development and management.
* Knowledge of local government organization and operations.
* Knowledge of external governmental bodies and agencies related to area of assignment.
* Knowledge of computer applications and hardware related to performance of the essential functions of the job.
* Knowledge of standard business arithmetic, including percentages and decimals
* Ability to organize, assign, lead and review the work of staff.
* Ability to prepare clear and concise reports, correspondence and other written materials.
* Ability to use tact, discretion, initiative and independent judgment within established guidelines.
* Skilled in analyzing and resolving office administrative situations and problems.
* Skilled researching, compiling, and summarizing a variety of informational and statistical data and materials.
* Skilled in organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
* Skilled in applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
* Skilled in communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.
* Skilled in operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and cashiering systems.

Working Environment: Normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

Physical Requirements: Sitting for long periods, may be required. Physical activity includes; regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms. Speaking and hearing clear enough to facilitate effective communication, Able to push, pull and/or lift up to 10 pounds frequently and up to 20 pounds occasionally.

**Signatures**

This job description has been approved by:

Department Coordinator: Date:

Human Resources: Date:

Employee signature below indicates the employee’s understanding of the requirements, essential functions, and duties of the position.

Employee: Date: