

**COUNTY OF MARLBORO
JOB POSITION DESCRIPTION**

JOB TITLE: Finance/Accounting Manager
Finance
DEPARTMENT: _____

REPORTS TO: Finance Director **FLSA STATUS:** Non-Exempt

DATE APPROVED: 07/14/2022 **APPROVED BY:** JRM

I. PURPOSE / SUMMARY:

Performs general accounting duties to include managing the accounting records, maintaining the general ledger and the procurement and financial reporting systems of the Finance Department.

II. ESSENTIAL FUNCTIONS:

- Reviews balance sheets, income statements and expenditure reports for budget purposes and coding and maintains computerized general ledger.
- Reviews posting of collections and expenditures to assure accuracy of accounts.
- Performs bank account reconciliations for all funds.
- Downloads payroll entries, reviews activity and makes entries from ADP reports to general ledger.
- Analyzes payroll activity for compliance with withholding requirements and reporting for federal and state income tax purposes.
- Performs general ledger mapping in ADP as required when new departments are added to system.
- Reviews reconciliation of employee payroll withholding of deductions and benefit programs.
- Serves as mentor to Payroll Supervisor.
- Assist external auditors with pulling documents and coordinating information with elected and appointed officials and other departments for the annual audit.
- Serves as key contact with Auditors.
- Performs internal accounting and prepares schedules and reports that are utilized in annual financial audit report.
- Keys adjusting journal entries prepared by Finance Director and Auditors for year end and reconciles general ledger with audit report after year end.
- Maintains general ledger and prepares reoccurring standard and adjusting journal entries.
- Prepares periodic financial statements and special reports required by outside agencies and other entities.
- Consults with and advises departmental representatives, answers questions, suggests alternatives, corrects errors and analyzes accounts.
- Serve as Liaison with Treasurers Office to maintain and coordinate activities and appropriate accounting treatment of collections and disbursements.
- Supervises Accounts Payable and Procurement
- Issues Purchase Orders
- Controls the purchasing process including establishing levels of authority of those involved with the requisition and approvals of procurement of goods and services.
- Assures compliance with the County's procurement policy.
- Oversees the County's credit card use by authorized personnel.

- Reviews and submits reports to Information Technology for County Finance website including transparency, budget and audit reports.
- Coordinates with departments, architectural, engineering, construction management and third-party inspection firms on requests for qualifications, requests for proposals and requests for bids for posting and advertising of projects.
- Implements automated procurement system to include encumbrance of budgetary expenditures as purchase orders are issued and releases as payments are made or as purchase orders are voided.
- Prepares monthly reconciliation of Insurance Liability claims and retirees Insurance receipts of payment.
- Reviews Grant accounting and prepares entries if required for reconciliation at year end.
- Serves as backup for Finance Director.
- Other duties as required.

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- Demonstrated competency of software systems such as Microsoft Office suite, internet applications with increasing responsibility and preferable knowledge of governmental operations. Advanced proficiency in Excel and PowerPoint. Knowledge and understanding of other proprietary accounting software systems with the ability to quickly gain competency with County systems and application.
- Proven ability to work cooperatively, diplomatically and effectively with coworkers, associated departments and agencies. Excellent communication skills (oral and written).
- Enhanced accounting knowledge and understanding of governmental fund accounting.

Required Education and Experience

- Bachelors degree with concentration in accounting or equivalent experience.
- 3-5 years previous experience in governmental accounting.

IV. CERTIFICATIONS REQUIRED:

- None

V. SUPERVISION:

- Finance personnel

DISCLAIMER

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.