

ACCOUNTING MANAGER

Department:	Finance	Reports To:	Director of Finance
Division:	Administration	Location:	Administration Building
FLSA Status:	Exempt	Classification:	Full-Time/Civil Service
Approved By:	Director of Finance	Date of Approval:	April 2000
Pay Grade Level:	9		

JOB SUMMARY

Responsible for assisting the Director of Finance in supervising and managing the operations of the Finance Department which includes the preparation of financial analysis of operations, including interim and final financial statements with supporting schedules, maintenance of files and fiscal records, and the preparation of applicable financial and operational reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities include the following:

- Assists in the implementation of accounting policies and procedures and computer application systems as outlined by the Director of Finance
- Develops statistical and accounting information so as to inform the Director of Finance in terms of cost effectiveness, performance against adopted budget(s), and other matters bearing on the fiscal soundness and operational effectiveness of the Lafourche Parish Government
- Develops reports which include the preparation of financial statements and operational data, the coordination of systems and procedures, and special financial reports, as required
- Develops cash flow statements to assist the Director in forecasting short-range and long-range cash requirements
- Directs the staff in the preparation of the annual operations and maintenance budget and capital improvements budget
- Monitors all employment tax planning and compliance with federal and state employment taxes
- Assists the Director of Finance in the annual audit of the Lafourche Parish Government
- Oversees departmental operations and assists the Director in ensuring the proper performance of department personnel

- Assists in the performance of evaluations of personnel in the Department; recommends training requirements and is responsible for maintaining at the highest level of skill necessary to meet division needs and objectives; and may recommend that personnel be hired or removed from the Division
- Furnishes internal reports, revises and updates reports for increased usefulness and efficiency; and, furnishes external reports as necessary
- Provides technical and analytical guidance to the Director in identifying and solving problems within the functional limits of the Division
- Monitors established internal controls to ensure proper compliance

Other duties may be assigned.

ADDITIONAL RESPONSIBILITIES

- Performs the duties of the Director of Finance in the event of extended absence
- Performs the job duties of the Accountant III in his/her absence
- Receives and resolves complaints/questions/concerns received from state and federal regulatory agencies, vendors, employees, and departmental supervisors regarding the status of invoice payments, and delivery of materials/supplies ordered
- All parish government employees in a declared emergency shall be considered essential personnel

SUPERVISORY RESPONSIBILITIES

Directly supervises assigned employees in the Finance Department; Carries out supervisory responsibilities in accordance with Lafourche Parish Government policies and procedures and applicable laws of the State of Louisiana; Supervisory responsibilities include interviewing job applicants and training employees; planning, assigning, and directing work; appraising performance; and addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be at least eighteen (18) years of age and be legally able to work in the United States.

Education and Experience. Bachelor's degree from four-year college or university; or five (5) to seven (7) years related experience and/or training; or equivalent combination of education and training in governmental accounting systems and employee benefits programs. Thorough knowledge of laws and regulations governing fiscal record keeping and employee benefits program administration required.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public in both formal and informal settings.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

OTHER SKILLS AND ABILITIES

- Must possess thorough knowledge of technical and professional methods, practices, and procedures in governmental financial administration including budgeting, reporting, taxation and revenue; must have extensive knowledge of appropriate management and supervisory skills to supervise division staff; and, highly proficient abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Microsoft Word, Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems. Must have to ability to learn and apply special governmental rules and regulations regarding accounting and auditing practices.
- Ability to be bonded.
- Ability to plan, evaluate, and prioritize work assignments to ensure accurate and timely implementation and completion.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Council.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear; The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.