

Blount County Government Position Description

Name: _____ **Position Title:** Director of Accounts and Budgets
Department: _____ Accounting/Finance

Salary Grade: _____ **Date of Revision:** 12/09

I. General Description of Position

Works under general guidance of the County Mayor and within programmatic guidelines. Responsible for developing and implementing accounting and budgeting systems, procedures, and controls for all county offices including the Department of Education. Interfaces with the Budget Committee and County Commission on policy and operating matters. Responsible for financial transactions including: accounts receivable; accounts payable; billing; general accounting; payroll; budgeting process; taxes and related reports and activities. Conducts analyses and prepares reports to provide understanding of budgets, costs, etc. Supervises the activities of employees engaged in these functions. Conducts short- and long-range planning. Assures county compliance with generally accepted accounting principles and practices as well as state and local rules and regulations. Responsible for departmental operating budget and for human resource activities for the department.

II. Breakdown of Duties and Responsibilities

- Exercises responsibility for the design and development of accounting and budgeting systems, processes, procedures, and practices. Responsible for implementation of financial plans and activities. Performs and/or supervises all financial transactions including: accounts receivable, accounts payable, general ledger, and payroll. Prepares annual budgets and systematically monitors expenditures. Administers payroll activities including the preparation of payroll and the establishment and maintenance of related records. Maintains integrity of financial records for audits and historical reviews. Analyzes and consolidates financial information and prepares reports. Prepares financial statements. Designs and prepares reports and recommendations for internal controls. Prepares reports for local and state offices. Prepares tax information. Plans, organizes, directs, and reviews procedures and methods for accounting, budgeting, financial information systems, accounts payable, payroll/personnel, and collection and disbursement of funds. Responsible

for managing county debt, issuing new debt, recording and maintaining old debt, and insuring debt payments are met in a timely manner. Responsible for preparing for and coordinating the annual audit of financial activities of the county.

- Supervises the work of employees engaged in accounting/budgeting activities. Provides leadership and guidance on work requirements. Sets quality standards for individual and group performance. Provides counseling and career development. Responsible for performance management. Responsible for other departmental human resource functions such as: staffing; performance review; compensation; etc.
- Discusses and advises the County Mayor, Budget Committee, County Commission, and Department of Education on various financial matters. Prepares related statements and reports.
- Keeps abreast of developments in the financial field as related to county government. Attends outside professional meetings, seminars, and symposia. Serves on committees as appropriate. Attends community meetings. Interfaces with the public. Reviews professional journals and periodicals.
- Performs other miscellaneous job duties as assigned, either verbally or written, which may not require a high percentage of the incumbent's time.

III. Minimum Knowledge and Training Required to Meet Position Responsibilities

Requires a B.S. or M.S. degree in Accounting or a related field, with a C.P.A. Require 10 years of governmental accounting experience, or an equivalent combination of education and experience. Requires fundamental knowledge of principles and practices in accounting/budgeting and knowledge of appropriate laws and regulations. Requires facility with computerized accounting systems. Requires demonstrated analytical, numerical, interpersonal, and supervisory skills. Requires detailed knowledge of county programs and administrative and financial policies and procedures. Requires effective communication skills.

IV. Environmental Conditions

Performance of normal duties and responsibilities involves mobility to and from parking lot and workstation, work station and other offices and employee lounge. Access to work station from parking lot involves use of

elevators and limited use of stairs. Requires frequent sitting. Requires occasional walking. May require light lifting and carrying of up to 25 pounds. Position requires frequent extension of arms and hands, frequent turning by rotating upper trunk right or left, occasional twisting in rotating the entire body, pushing against an object and pulling toward oneself. Frequent handling by seizing, holding, or grasping and fingering by picking, pinching or otherwise working the fingers is required. Requires bending, crouching, stooping, kneeling, turning, reaching, and twisting. Position requires continuous talking or expression of ideas by means of spoken word, and frequent hearing of sounds by way of oral communication in, for example, answering telephone. Continuous requirement for near vision and frequent depth perception. Work is inside with centrally controlled heating and air conditioning. Some work is outside and involves exposure to all types of weather, noise, dust, mud, etc. Uses standard office equipment.

Employee's Signature

Date

Supervisor's Signature

Date