

**LIVINGSTON COUNTY
JOB DESCRIPTION**

SENIOR ACCOUNTANT - TREASURER

<u>Supervised By:</u>	Treasurer and his/her designee
<u>Supervises:</u>	Functions as a leader and working supervisor
<u>Department:</u>	Treasurer
<u>FLSA Status:</u>	Exempt

Position Summary:

Under the supervision of the County Treasurer, the senior accountant performs complex accounting work in compliance with all accounting standards, laws, and regulations. Responsibilities include auditing, analyzing, and managing financial transactions related to the countywide centralized accounting system; supervising the general ledger reconciliation and bank accounts of the county; preparing financial reports; directing county departments regarding accounting practices and procedures; preparing year-end audit schedules and footnotes; providing support to the Treasurer and Chief Deputy Treasurer; and performing related duties, as assigned.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists County Treasurer and Chief Deputy Treasurer in daily management, auditing and directing of the countywide general ledger.
2. Plans, prepares and analyzes complex financial transactions for all county departments ensuring assets, liabilities, revenues, and expenditures are recorded accurately, timely, and in accordance with applicable internal controls, laws, rules, and regulations. Ensures the county's financial statements are of the highest integrity.
3. Assists County Treasurer and Chief Deputy Treasurer in the development and implementation of countywide accounting and financial policies, procedures, and internal controls.
4. Assists in creating, implementing, interpreting, and analyzing accounting and financial policies and procedures. Provides support, guidance, and direction to County departments related to resolving financial/accounting-related issues, questions, and internal controls.
5. Prepares and reviews complex daily, monthly, quarterly, and annual financial transactions, reconciliations, and reports.

6. Prepares financial analyses, work papers, and documentation required for the annual financial audit and financial statements.
7. Manages reconciliations for all County bank accounts including daily monitoring of activity in and out related to the County and Road Commission's depository activity, investment transactions, county-issued debt obligations, and County and Road Commission expenditures as needed and ensuring compliance with related internal controls.
8. Manages the accounting and reporting of the County's capital assets including determining the value of capital asset additions, disposals, adjustments, useful life, and depreciation in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) pronouncements.
9. Administers and manages the County's Capital Asset module and activities within the county's Financial ERP platform.
10. Administers and manages the County's investment management software
11. Administers and manages the County's debt schedule and is responsible for initiating payments according to required payment schedules to ensure the integrity of the County's credit rating and payment history.
12. Acts as County liaison with banking institutions and credit card processors in resolving credit card disputes, bank adjustments, returned transactions, etc.
13. Coordinates with IT to resolve technological issues related to daily revenue imports from county departments into the County's Financial ERP platform.
14. Identifies areas for process improvement and coordinates with others to document, present, and initiate improvements.
15. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
16. Prepares and files annual escheat reports to the State of Michigan and other states as needed according to each state's guidelines.
17. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in accounting or related field and four years of progressively more responsible experience in governmental or fund accounting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Valid Michigan Vehicle Operator's License
- Certified Cash Handler within one year of service.
- Advanced knowledge of the principles and practices of governmental accounting, financial and operational controls, investment policies, auditing principles, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) pronouncements.
- Considerable experience in researching financial discrepancies, preparing financial reports and documents, analyzing, and interpreting financial information, and maintaining detailed and accurate records.
- The ability to assemble and analyze data to prepare comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergencies.
- The ability to manage multiple projects simultaneously while meeting all deadlines.
- Exceptional skill in complex spreadsheet development.
- Proficient in the use of office equipment and technology, including Microsoft Suite applications and the County's financial system software, Tyler Enterprise ERP Software.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.