Senior Accountant

Nature of Work

This is very professional, financial and administrative work assisting with all accounting and financial operations for Maury County Government and the Maury County Board of Education. Activities associated with the job include assisting with the preparation of financial statements, assisting with the coordination of annual state audits and assisting with the annual budget preparation processes for Maury County and the Maury County Board of Education. Additional activities include reconciliation of various accounts, monitoring the budgets of county school system departments, preparing financial reports and assisting with grant funded programs and initiatives. The incumbent must be prepared to fill in for the Director in his/her absence. Job responsibilities require extensive experience in accounting and finance (preferably in a governmental setting and Board of Education financial operations), excellent organizational, interpersonal and decision making skills, dedicated attention to detail, supervisory experience and thorough knowledge of county government and Board of Education offices and departments including internal financial relationships, auditing standards and reporting requirements. Job performance is evaluated by the Director of Accounts and Budgets through review of the thoroughness and accuracy of financial transactions and operations, knowledge of county government operations and services including acceptable financial standards, practices and financial reporting requirements, level of support provided to county government and Board of Education operations, ability to consistently meet deadlines and reporting requirements and interpersonal, organizational and decision making skills. Job duties are also subject to annual audits from the State of Tennessee.

Illustrative Examples of Work

-Assists with ensuring that financial systems are established and operated in accordance with sound accounting practices and federal, state and local accounting and purchasing rules and regulations are consistently followed.
-Assists with making recommendations pertaining to accounting systems and financial policies and procedures for county government and Board of Education operations.
-Assists with overseeing financial transactions including accounts receivable, accounts payable, billing, general ledger, payroll, budgeting, county revenues, etc. and ensures the proper maintenance of all related records.
-Makes adjustments in operating budgets and submits requests for amendments to the proper authorities.
-Analyzes financial information and prepares reports, account summaries and financial statements.
-Assists with reviewing purchase orders, expenditures and revenue postings to ensure proper coding and availability of funds and balancing cash accounts with the County Trustee.
-Prepares monthly reports for the Maury County Health Department, including expenditures for all line accounts.

-Serves as the sole interface between FEMA and TEMA and ensures the proper recovery of disaster relief funds when necessary.
-Ensures the proper maintenance of all financial records and that accounts are maintained in compliance with established accounting standards.
-Assists with making accrual entries and journal entries to correct coding mistakes.
-Assists with distributing monthly financial reports to elected officials, department heads and Board of Education officials.
-Assists with closing out the books at year end and printing month end and year end reports for Maury County government and the Board of Education.
-Assists with supervising the activities of departmental personnel and ensuring the accuracy and timeliness of all financial transactions.
-Assists with writing checks and requesting bank wires for debt payments and issuing checks for capital projects funded through bond issues.
-Assists with drafting and presenting budget resolutions and documents to the Budget Committee and County Commission for approval, obtains final approval from the State Comptroller's Office once the budget is passed by the County Commission and prepares all documents for printing the final budget document.
-Assists with budget preparation meetings with department heads, elected officials and Board of Education official; prepares all documents required for each meeting and formulates budgets for the general fund.
-Interacts with non-profit agencies requesting financial assistance from the county.
-Assists with managing county debt, issuing new debt, recording and maintaining old debt and ensuring debt payments are met in a timely manner after consultation with the County's securities consultants.
-Prepares legal notices for the consolidated budget, resolutions for the tentative tax rate, non-profits resolutions and notices of public hearings to be published in the newspaper.
-Assists with preparing all documents required for insurance renewals, including property, liability, worker's compensation, automobile, etc.
-Assists with the annual audit process by preparing requested information, securing fixed asset reports and depreciation from Purchasing Department and, preparing the Management's Discussion and Analysis and meeting and Board of Education with the Audit Manager and staff to discuss any findings.
-Reviews and remains current on new laws and regulations pertaining to the accounting profession including GAAP and GASB.
-Assists with preparing budgets for various departments, elected officials, the Board of Education and individual funds.
-Assists Officials, Department Heads and the Board of Education with monitoring their financial accounts.
-Ensures Budget Committee minutes are prepared and submitted to the County Mayor in a timely accurate and thorough manner.
-Performs special assignments and completes reports as assigned by the Director.
-Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year college or university with a Bachelors Degree of Science in Business or Public Administration (Master's Degree in Finance and CPA designation preferred); thorough experience in accounting and financial administration of a complex nature including; thorough experience managing multiple financial accounts and performing advanced accounting transactions; excellent organizational, interpersonal and decision making skills; considerable supervisory experience; dedicated attention to detail; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

-Thorough knowledge of the principles and practices of the financial administration and acceptable accounting practices and reporting requirements utilized by county governments and school systems in the State of Tennessee.
-Thorough knowledge of the functions, structure, and operating policies of Maury County government including all elected offices and departments and the Board of Education.
-Thorough knowledge of commonly utilized public accounting practices and procedures including the accrual of funds, use of internal controls, debt funding, etc.
-Thorough knowledge of the laws and regulations pertaining to the management of and accounting for public, private and non-profit funds including all applicable IRS rules and regulations, GAAP, GASB, applicable T.C.A. statutes and Private Acts as adopted by Maury County..
-Thorough knowledge of the principles and practices of budget development, preparation, monitoring and amendment.
-Thorough knowledge of financial auditing practices and protocols required by the State of Tennessee including required documentation, preparation of reports, potential audit findings, etc.
-Thorough knowledge of the functions, structure, and operating policies of t5he Maury County school system including all elected offices and departments.
-Considerable knowledge of the rules and regulations governing the availability and recovery of disaster relief funds available as a result of natural disasters occurring within the county.
-Considerable knowledge of effective supervisory techniques and practices including selection, evaluation, motivation and discipline and/or discharge of staff.
-Ability to prioritize personal time and activities to meet all financial deadlines and reporting requirements.
-Ability to communicate effectively in oral and written form and prepare budget resolutions and amendments in proper grammatical form.
-Ability to analyze complex financial data, reconcile multiple accounts and resolve financial problems and/or discrepancies.
-Ability to plan, assign and organize the work of personnel engaged in a variety of financial and clerical activities.
-Ability to establish and maintain effective working relationships with government officials, department directors, employees and the general public.
-Skill in the use of computerized accounting systems, proprietary software and commonly utilized accounting and budgeting software programs including word processing, database management and spreadsheet applications.

Necessary Special Requirements

-Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.

Physical Requirements

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 40 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires considerable arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside conditions