

Maury County

Job Description

Job Title: Accounting Operations Manager

Reports To: Finance Director

Supervises: Accounting Staff (as assigned)

FLSA Status: Exempt

Date Revised: March 30, 2026

Grade: 16

I. Purpose of Job

Under general supervision, performs advanced professional, technical, and managerial accounting work supporting the oversight, coordination, and continuous improvement of the County's governmental accounting operations. The position serves as a subject matter expert in governmental accounting, ensuring accurate financial reporting, strong internal controls, regulatory compliance, and efficient accounting processes across all funds.

II. Essential Job Duties

A. Financial Operations and Close Processes

- Oversees and coordinates month-end and year-end closing processes for all governmental funds.
- Reviews and approves complex journal entries, adjustments, and financial transactions for accuracy and compliance.
- Ensures timely and accurate completion of reconciliations, including cash, receivables, payables, grants, and interfund accounts.
- Assists in preparation of annual financial reports and required state filings.

B. Compliance and Technical Accounting

- Ensures compliance with applicable GAAP, GASB standards, and Tennessee Comptroller reporting requirements.
- Implements new and updated accounting standards and regulatory requirements.
- Reviews grant accounting processes to ensure compliance with federal and state funding requirements.
- Serves as a technical resource for complex accounting issues and financial reporting matters.

C. Internal Controls and Process Improvement

- Evaluates existing accounting processes and internal controls to identify risks and inefficiencies.
- Develops and implements improvements to enhance accuracy, efficiency, and accountability.
- Oversees internal control reviews and recommends corrective actions as needed.
- Develops and maintains standardized accounting policies and procedures.

D. Audit Coordination and Financial Reporting Support

- Coordinates preparation of audit schedules and supporting documentation.
- Serves as a primary liaison for auditors on technical accounting matters.
- Assists in responding to audit inquiries and implementing audit recommendations.

- Supports the Finance Director and Deputy Finance Director in ensuring successful audit outcomes.

E. Leadership and Staff Development

- Provides operational leadership, technical guidance, and oversight to accounting staff.
- Trains, mentors, and develops staff to strengthen technical accounting knowledge and performance.
- Cross-trains employees in critical functions to ensure continuity of operations.
- Promotes consistent application of accounting policies and procedures across the department.

F. Financial Analysis and Special Projects

- Assists with financial analysis, reporting and special projects as assigned.
- Identifies trends, discrepancies, and areas for operational improvement through data analysis.
- Supports departmental initiatives to strengthen long-term financial operations and organizational effectiveness.

III. Other Job Duties

Performs other job duties as assigned, possibly including:

- Assisting with budget-related activities and financial planning support.
- Participating in system implementation or upgrades.
- Supporting interdepartmental financial coordination efforts.

IV. Primary Job Challenges

Ensuring accurate and timely financial reporting while managing complex governmental accounting requirements, evolving regulatory standards, and multiple concurrent deadlines. Maintaining strong internal controls and consistent processes across diverse accounting functions while developing staff and improving operational efficiency.

V. Equipment Operated

Office and communications equipment including computers, financial management systems, accounting software, calculators, and standard office equipment.

VI. Key Competencies Required

- **Job Content Knowledge:**
In-depth knowledge of governmental accounting principles, fund accounting, GAAP, GASB standards, internal controls, audit processes, and Tennessee Comptroller reporting requirements. Strong understanding of financial systems and accounting operations.
- **Language Skills:**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and

respond to questions from groups of managers, customers, and the general public.

- **Mathematical Skills:**

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

- **Reasoning Ability:**

Ability to define complex problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- **Teamwork:**

Develops constructive and cooperative working relationships with others. Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

VII. Physical Demands and Work Environment

Physical Demands:

Primarily sedentary work involving extended periods of sitting, with occasional standing and walking. Requires use of hands for operating office equipment and computers. Occasional lifting of light objects (up to approximately 10–25 pounds).

Work Environment:

Work is performed in a standard office environment with moderate noise levels. Limited exposure to adverse environmental conditions.

VIII. Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through attainment of a Bachelor's degree in Accounting, Finance, or a closely related field plus 6-8 years of progressively responsible experience in governmental accounting, or an equivalent combination of education and experience.

Required Certifications/Licenses:

Certified Public Accountant (CPA) preferred but not required.