



HAYS COUNTY JOB POSTING

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| Job Title | Accounting Manager | Job Number | 606-0013-052621 |
| Department Head | Hays County Auditor | Date Open | May 26, 2021 |
| Salary Range | \$6,460.00 - \$9,690.00 Monthly - Dependent on Experience | Application Deadline | Until Filled |

In order to be considered for employment with Hays County submit the following documents:

- Hays County Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.cowan@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: amanda.cowan@co.hays.tx.us

Education and/or Experience

Requires bachelor's degree in accounting, finance, or closely related area. Masters degree is desired.

- Requires seven years work experience in the areas of governmental financial reporting and accounting with three years of supervisory experience.
- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), Certified Government Finance Office (CGFO) or Certified Government Financial Manager (CGFM) preferred.

Other Qualifications, Certificates, Licenses, Registrations

Class "C" Driver's License.

- Ability to maintain continuing education requirements for the State of Texas.

Responsibilities

- Plans, directs, implements and evaluates all operational aspects of accounting and financial reporting in the Auditor's Office. Oversees and directs preparation of, reviews, and evaluates financial reports and information.
- Provides responsive, high quality service to elected officials, department heads, county employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date financial information.
- Researches data to compile and prepare various financial reports as requested internally and externally for various local, state and federal agencies as well as other public requests.
- Reviews daily, weekly, monthly and annual reports for accuracy prior to signature by self or First Assistant/County Auditor. Prepares, reviews, and approves monthly and year-end closing entries. Assists in the opening and closing of fiscal months and years.
- Assists in the planning and organizing of the preparation of the County's financial statements, including the Comprehensive Annual Financial Report. Serves as a contact and provides assistance to outside auditors during the audit process by providing assistance, files and financial reports as required. Keeps current on Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB). Monitors and implements changes in response to legislation relevant to government finance. Instructs staff to comply with applicable laws, rules, and regulations.
- Reviews, records and reconciles all grant revenue to the general ledger.
- Reviews, prepares grant financial reports for the release of grant funds.
- Prepares financial summary statements on a periodic basis concerning grant funded financial status, conformance to budget and contract obligations.
- Reviews and monitors records pertaining to fixed and material assets such as equipment and buildings. Reconciles fixed asset sub ledgers to general ledger. Maintains and reports on fixed asset depreciation of countywide fixed assets.
- Balances source data to reports for verification of financial data. Reviews and approves financial reports for compliance with mandates and regulations.
- Maintains Countywide financial ledgers and reports, reconciling the general ledger accounts to sub ledgers.
- Leads, plans, conducts, prepares, researches, analyzes, and reports on county-wide activities such as financial reporting, internal controls, revenue collections, and other special projects to ensure that offices are maintaining their financial records in accordance with Local Government Code, generally accepted accounting principles (GAAP), and County policies.
- Assures the services delivered meet quality and timeliness standards.
- Takes a Countywide perspective in the development of new or the modification of existing accounting and auditing policies and procedures.
- Communicates all changes regarding accounting and audit activities to the First Assistant/County Auditor, elected officials, department heads and County employees as necessary.
- Responds to telephone inquiries from individuals with questions about County accounting management. Clarifies matters of policy, procedures, or specific instructions as needed.
- Supervises and advises all accounting personnel within the County Auditor's office.
- Reviews and corrects the work of the office staff. Plans, prioritizes, assigns, and supervises departmental projects and activities. Trains and assists departmental staff and realigns duties and workloads to accomplish deadlines.
- Manages office staff and resolves conflicts and problems. Provides guidance and leadership to staff.
- Performs other job-related duties as assigned.

Summary

Under general direction, the Accounting Manager plans, directs implements and evaluates all operational aspects of accounting, general ledger accounting, project/grant accounting, and financial reporting functions in the Auditor's Office. The Accounting Manager assists in the planning and organizing of the preparation of the County's financial statements, including the Comprehensive Annual Financial Report. The work involves treating a variety of problems, questions, or situations in conformance with established criteria as well as establishing internal policies and procedures. Work also involves planning, organizing, directing, and performing a wide variety of professional accounting, financial reporting, general ledger accounting, and reconciliation/auditing duties in order to assess the effectiveness and efficiency of operations, reliability of financial reporting and accounting, and compliance with applicable laws and regulations. The Accounting Manager assists the First Assistant/County Auditor with administrative and managerial duties as assigned. This position affects the economic well being of Hays County.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. **An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**