

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Accounting Supervisor

Department: County Administrator

Reports to: County Administrator

Pay Grade: J

Date: February 01, 2021

Hours Per Week: 40

PURPOSE OF POSITION

The purpose of this position is to perform accounting tasks within the office of the County Administrator. This position coordinates with county departments to manage the chart of accounts and balance the general ledger of the county. This position provides necessary data, investigation, and recommendations to support the fiscal decisions and accounting management of the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the computerized Government Financial and Payroll Systems.
- Maintains Chart of Accounts for all county funds. Responsible for coding, data entry, and posting of receipts, disbursements, and journal entries.
- Monthly closing of General Ledgers and distribution of account activity reports to all departments.
- Prepares monthly financial reports. Monthly reconciliation of Treasurers Cash, Highway Cost Accounting Cash, accounts receivables, and investments with county's financial system.
- Monitors various Government Grants and reconciles with departments to assure compliance.
- Assists in preparing the Annual Budget. Maintains computerized budgeting program, distributes worksheets to departments, the Administrator and finance committee, prepares salary and fringe data, and assists in scheduling budget meetings.
- Closes financial ledgers annually. Prepares reports for and participates in annual financial audits. Maintains and prepares the County Administrator's Annual Financial Report.
- Maintains and monitors the AS400 computer system to include: nightly backups, complete operating system backups, department and application backups, installing software updates, maintains User profiles and security, initiates contact with our networking support provider in the event of system issues, and may need to troubleshoot under the direction of network support.
- Compiles financial data for State and Federal surveys, and EEOC statistical reports.

- Reports worker's compensation-injuries to the insurance company the annual summary of injuries to the State of Wisconsin.
- Participates in employee interviews and trains new employees.
- Processes payroll in the absence of the Payroll & Benefits Specialist.
- Acts as back up for weekly EFTPS payment for payroll tax withholdings.
- Enters audit bills into the financial system.
- Assists with filing requirements and deadlines for annual W2 wage reporting and supervises preparation of W2's. Prepares data for reporting annual W2 data to State and Federal agencies.
- Maintains all the 1095 records, issues the 1095's to the employees according to the IRS guidelines, and submits them to the IRS. The Accounting Supervisor will need to be authorized by the IRS to perform these tasks.
- Performs other necessary duties as required to include assisting with election functions as directed.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- High school diploma with three years accounting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Preference for a 2-year or 4-year degree in Accounting or Government/Business Finance.
- Preference for knowledge of working with an IBM I-Series, AS400 system.
- Preference with experience in governmental accounting.
- Must be proficient with Microsoft Word and Excel.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe date and information.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations. Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to use advisory data and information such as financial statements, census

- Ability to use advisory data and information such as financial statements, census reports, State EEO report, minutes, County resolutions and ordinances, computer software operating manuals, resolutions and ordinances, computer software operating manuals, procedures, guidelines, non-routine correspondence and laws.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing moderately coordinated movements such as pressing, pumping and smoothing. Ability to grasp and place objects. Ability to recognize and identify sounds.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying pushing and pulling. Ability to handle, finger and feel.
- Ability to operate a variety of office equipment and machinery including personal computer, telephone, calculator, photocopier, fax, etc. Ability to move and guide material using simple tools.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date