

## **ASSISTANT COMPTROLLER ACCOUNTING DEPARTMENT**

### **POSITION DESCRIPTION**

#### **I. Position Summary**

The position is a professional position in the Accounting Classification under the general supervision of the Comptroller. Performs a variety of accounting, and auditing assignments as delegated by Comptroller. Responsible for highly classified and confidential data with access to payroll and personnel records. Work within prescribed rules, regulations and procedures.

#### **II. Essential Duties and Responsibilities**

1. Develops and administers the County's financial systems, accounting policies and procedures, and programs within requirements set forth by Generally Accepted Accounting Principles (GAAP)
2. Responsible for reviewing and auditing grants/funds and communicating with grantor agencies
3. Assist in establishing and implementing internal audit functions within all operating departments
4. Work independently with minimal supervision and make independent discussions and judgements with established guideline in the absence of the Comptroller
5. In the absence of the Comptroller, be responsible for Accounting Department and accountable to the Finance Committee
6. Responsible for the training and orientation of all county accounting positions in accounting and auditing standards
7. Assists departments in preparing reports/account reconciliation's as needed
8. Supervise staff within the Accounting Department
9. Supervise individuals in reconciling the county ledger to bank statements
10. Assist applicable departments in maintaining accurate investments records
11. Assist as necessary in preparation of miscellaneous account reports; updating Comptroller of possible deficits
12. Responsible for developing supporting documentation for county audit
13. Responsible for preparing various costings and analysis
14. Manage all aspects of various technical projects
15. Work with MIS Department to create and maintain financial systems
16. Assists Comptroller with budget tasks
17. Manages purchasing for all County departments

### **III. Educational Requirements**

1. Bachelor's Degree from an accredited college or university with a major in accounting or finance
2. Minimum of five (5) years experience in governmental accounting
3. Certified Public Accountant (CPA) license is required. A Master of Business and Administration (MBA) is highly recommended.
4. Advanced computer skills and experience required

### **IV. Knowledge and Skills Required**

1. Extensive knowledge of accounting, budgeting, and auditing principles (including GASB rules and GAAP standards) and methods in their application to a government accounting system
2. Training in budget standards and budget preparation
3. Ability to prepare, execute and monitor a budget plan
4. Ability to establish and maintain effective working relationships with all levels of management, staff, and elected officials
5. Ability to plan, direct, prioritize, and solve difficult and complex financial issues and meet critical deadlines
6. Ability to make oral/written presentations and reports
7. Knowledge of the County and Department's operating requirements, policies, procedures, and practices; and State and Federal regulations related to department programs and operations
8. Ability to select, develop, train, and supervise staff
9. Proficiency in the concepts of accounting and applications of various computer software systems
10. Ability to utilize principles, methods, techniques and systems of financial management
11. Proven managerial skill
12. Ability to comply with and interpret financial data, regulations and functions
13. Valid Wisconsin Driver's License

### **V. Physical Requirements**

1. Ability to lift/carry/push/pull at least 50 pounds
2. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
3. Visual acuity
4. Ability to hear normal conversation
5. Ability to communicate in a clear manner
6. Good manual dexterity of hands and fingers

The position description is not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.