



## CALHOUN COUNTY TREASURER

**JOB TITLE:** Fiscal Manager/Chief Accounting Officer

**REPORTS TO:** Treasurer

**STATUS:** Exempt

**JOB SUMMARY:** Under the general direction of the Treasurer, serves as the Chief Accounting Officer overseeing multiple areas of the Treasurer's Office, including accounting, personnel management, and administration. Performs complex accounting duties including: preparation of journal entries, account reconciliations, preparation of financial records and reports, monitors cash positions, and disperses funds in support of the Treasurer's Office and other County Departments. Responsible for monitoring multiple bank accounts and serves as primary administrator of online banking portal and users.

### **PRIMARY DUTIES & RESPONSIBILITIES:**

1. Provides leadership to the fiscal team of the Treasurer's Office to assure high quality professional service and provides overall supervision of the Department's financial functions and staff.
2. Oversees approval and processing of revenue and ensures compliance with regulations of County, State, and federal government.
3. Helps establish, maintain, and supervise systems to safeguard and properly record the receipt of all County revenues.
4. Recommends and implements fiscal policies and procedures for the Treasurer's Office and other departments as needed.
5. Oversees and ensures timely reconciliation of multiple bank accounts and general ledger accounts and prepares adjusting entries to the general ledger.
6. Reconciles delinquent tax accounts to the general ledger and trial balance, and prepares for and assists with the Delinquent Tax audit, the County audit process, and the Land Bank audit.
7. Initiates ACH, vendor payments, federal wire transfers, and inter-fund transfers using online banking portal, as well as assisting other County departments with bank

transfers, investments, journal entries, and receipting of funds including employee benefits and debt service.

8. Manages the vault and all cash and checks received in the Treasurer's Office including daily cash-out process and preparation of daily deposits.
9. Review and analyzed financial statements for the Office, including fiscal and budget reports.
10. Assists with the development and maintenance of cash flow-investment management strategy to ensure a return on investments while maintaining adequate cash flow to cover the needs of the County.
11. Advises departments on improvements or changes in fiscal management and the implementation thereof.
12. Assists with balancing ad valorem tax rolls to warrants and settlement of county and state tax collections with local governmental units.
13. Performs other duties as assigned.

**JOB QUALIFICATIONS:**

1. Bachelor's Degree in Accounting, Finance or similar field of study, plus four to six years of experience in general accounting duties such as, reconciling accounts, G/L, A/P, A/R, preparation of financial statements, preferably in a governmental accounting environment. Any combination of relevant education and experience will be considered.
2. Supervisory skills necessary to effectively manage the daily operations, staff, and administration of assigned function.
3. Experience with cash receipting, safeguarding, and related internal controls. The ability to develop, implement, and monitor compliance with internal and external controls.
4. Proficiency in Microsoft Office Word and advanced skills in Microsoft Excel. Experience with General Ledger software, and databases.
5. Mathematical and analytical abilities to make complex calculations with speed and accuracy, and to detect and correct the work of others.

6. Strong interpersonal and communication skills plus the ability to effectively communicate with county, state, and other governmental entities.
7. Mental ability to sustain concentration and attention to detail during periods of high volume workloads and to handle multiple projects while dealing with distractions.
8. Ability to multi-task, prioritize and handle pressures related to deadlines.

**WORKING CONDITIONS:**

1. Normal office environment with little, if any, discomfort due to noise, dirt, dust and the like.
2. Intermittent or cyclical work pressures are periodically experienced.