

**BUTLER COUNTY COMMISSIONERS PERSONNEL OFFICE  
ANNOUNCEMENT OF VACANCY**

**Posting Date:** 01/13/2022

**Response Deadline:** 01/13/2022 \*

\* RESUMES ARE ACCEPTED UNTIL THE POSITION IS FILLED.

<b>Agency:</b> Butler County Commissioners	<b>Job Title:</b> Accounting Manager
<b>Classified</b> <input type="checkbox"/> <b>Unclassified</b> <input checked="" type="checkbox"/>	<b>Bargaining Unit</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Overtime Exempt</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Salary:</b> \$54,579.20 - \$80,038.40
<b>Work Location:</b> 315 High Street	<b>Hours of Work:</b> M-F, 8:00am. – 5:00pm

**ESSENTIAL FUNCTIONS:**

- Prepares specialized accounting reports and fiscal analysis; develops and coordinates integrated fiscal and managerial cost accounting systems; interprets and recommends methods of analyzing cost factors and develops guidelines for determining scope of projects and provides fiscal and budgeting reports for the CAFR.
- Audits and reviews financial accounts on a departmental platform; evaluates accounting systems and procedures in order to recommend changes and improvements; monitors, controls, and supervises spending patterns to assure achievement of budget goals and departmental objectives.
- Prepares and develops County annual budgeting process including budget guidelines, providing guidance to County departments related to budget preparation; analysis and presentation of County budgets; monitors expenditures; implements budgetary and financial reporting controls, monitors department budgets; and ensures compliance with applicable county, state and federal regulations.
- Provides advice on fiscal and budgetary matters; interprets and applies county policies and procedures; analyzes costs, revenues and financing needs; prepares monthly, mid-year and year-end budget entries in compliance with applicable county, state and federal regulations ensuring the County closes with a balanced budget; analyzes and designs accounting-related systems and procedures; develops and maintains accounting manual.
- Advises and consults with fiscal officers and other administrative personnel on fiscal problems, technical accounting procedures and or interpretation and application of polices and relevant statutorily requirements; knowledge of real estate trends and valuation process; monitors County Incentive District Agreements (TIF/RID/TID) ensuring monies are appropriately received, documented and disbursed in accordance with project requirements and state laws; analyzes and monitors county levies and assists department in preparation for ballot issues.
- Prepares reports, monitors and participates in preparation of County budgets, financial statements/reimbursement schedules; analysis of labor contracts and negotiations; knowledge of legislative trends and conducts legislative research on a local, state, and federal level.
- Coordinates single agency audits; maintains responsibility for pre-audit preparation and serves as liaison with the County and State Auditors; provides assistance in conducting financial and accounting audits; audits contracts, orders and vouchers; and prepares audit responses for funding sources within required time frames and in accordance with regulatory requirements. Performs internal audits in the form of process examination and documentation to ensure that standard accounting procedures are followed within all agencies, reviews accounting input transactions, analyzes and verifies balances, accuracy of reports and develops uniform accounting procedures and methods.
- Consults with departmental fiscal officer and elected officials on fiscal problems and related accounting matters; represents department in meetings with local, state, federal, and private officials when necessary.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in accounting or related field; and
- Three (3) years' experience in a public sector accounting environment; or
- Any combination of education, experience and/or training equivalent to the stated minimum qualifications.

**SELECTION PROCEDURE:** Resumes and Interviews

**SUBMIT COVER LETTER AND RESUME TO:**

Butler County Commissioners Personnel Office  
315 High Street, Suite 640  
Hamilton, OH 45011  
or email to [resumes@bcOhio.us](mailto:resumes@bcOhio.us)  
Please indicate Job Title in subject line.

**BUTLER COUNTY WILL CONSIDER INTERNAL APPLICANTS PRIOR TO EXTERNAL APPLICANTS**

Pursuant to the Americans with Disability Act of 1993, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.

**AN EQUAL OPPORTUNITY EMPLOYER**