

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

Posting Date: 12/01/2020

Response Deadline: 12/11/2020

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

Essential Functions:

- **Budgeting and Report Preparation:** Prepares and analyzes monthly financial reports; maintains monthly reports on projects, contractors, contract expenses, and contract balances; submits annual, semi-annual, quarterly and monthly financial statements and reports to appropriate federal, state, and local agencies; distributes financial statements and reports to management to use as a basis for making financial and operational decisions; analyzes financial records and reports; prepares financial reports and plans; certifies accuracy of reports; monitors, tracks and reports grant activity; reviews, reports and revises semiannual assessments; maintains monthly reports on projects contractors, contract expenses and balances for the Engineering Section and Director; assists Solid Waste District with monthly and quarterly reports and the budgeting process; compiles and completes the Annual Information Statement (AIS) and the Comprehensive Financial Report; prepares reports to substantiate transactions prior to settlement; prepares revenue forecasts, plans for and compiles annual budgets and subsequent modifications; prepares and analyzes monthly budget reports; and assists in preparation of strategic and capital budgets.
- **Financial operations:** Develops cost allocation methods for charging indirect costs to projects, and updates allocations as changes occur; prepares journal entries and enters cash receipts and journal entries into computer; processes and prepares month and year-end financial reports; provides technical, informational and professional assistance to management staff to develop the annual budget; oversees the payroll and accounts payable functions; reviews bi-weekly payrolls, coding of invoices for payment, and checks for deposit; assists consultant with providing annual finance plans to the Administrative Division Head and Director; maintains Capital Improvement Plan (CIP) database; assists with debt management; prepares revenue forecasts; prepares strategic and capital budgets; and monitors major purchases over \$1,500.00; administers and operates the water and sewer system finance plans; and prepares models and simulations analyzing essential financial metrics.
- **Auditing and Accounting Procedure:** Coordinates the single agency audit; 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. Develops financial and accounting procedures consistent with internal policy to establish financial controls

and documentation; updates financial procedures manual and presents to Director for consideration for approval; implements approved financial procedures; supports CIP and financial planning within the BCWS; assists Customer Care Section with customer service backup, audit of cash drawer, and daily pay-ins; serves as project liaison between engineering and customer service functions; and communicates new or revised requirements to management and oversees enforcement.

- Supervision: Directs the Accounting Section; supervises the employees of the section; assigns work to the employees; evaluates employee performance; recommends salary increases; recommends disciplinary action as needed; and trains new employees in their assigned tasks.
- Provides advice on fiscal and budgetary matters; interprets and applies county policies and procedures; analyzes costs, revenues and financing needs; analyzes and designs accounting-related systems and procedures; maintains accounting manual.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

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 by email to: 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