



POSITION AVAILABLE:

Accounting Supervisor

POSTING DATE: Monday, May 16, 2022
DEADLINE TO APPLY: Open Until Filled

DEPARTMENT: Portage County Auditor's Office
LOCATION: 449 S. Meridian St., Ravenna, OH

WORKING HOURS: Monday – Friday, 8:00am to 4:30pm
SALARY: Commensurate with experience

JOB OBJECTIVES:

The Portage County Auditor's Office is seeking a qualified candidate to fill the position of Accounting Supervisor. The Accounting Supervisor position is responsible for supervising, planning, and coordinating the activities of the Accounting Department; ensures the effectiveness and execution of a system of internal controls which provides reasonable assurance that accounting operations are efficient, compliance is met, assets are safeguarded, financial information is reliable, and applicable laws, regulations, policies, and procedures are followed. Aids other County departments on financial matters and software support and training.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting or related field is required, along with five years of experience in government accounting. An equivalent combination of education and experience may be substituted for the degree.

EXAMPLE OF DUTIES:

Directs the establishment of internal controls and ensures that financial/audit operations and reporting requirements follow applicable federal and state laws, policies, standards, regulations, and generally accepted accounting principles. Directs departmental activities; plans, monitors, and prioritizes daily work assignments; answers questions and provides advice as needed. Supervises and coordinates accounting for the County; supervises the accounts receivable, accounts payable, budget/appropriations functions; performs major advanced accounting work and provides technical assistance to staff; selects, trains, supervises, and evaluates assigned staff. Reviews, develops, and modifies accounting methods in cooperation with the Director of Fiscal Operations to improve existing procedures, ensure conformity to policy, and increase effectiveness; makes difficult inspections of varied financial transactions and records to ensure regulations and accounting procedures are observed according to standard audit requirements; assists external auditors in fiscal year review. Assists in the daily management of the financial software; works with and is consulted by ITS personnel on departmental permissions, access, maintenance and troubleshooting of the financial software; works directly with software vendor to resolve system/software problems as needed. Monitors and maintains the general ledger; consults with Director of Fiscal Operations on proper departmental usage, when necessary, advises and collaborates with departments on individual needs; creates all general ledger coding in the financial system. Reviews and verifies Commissioner and Agency appropriation resolutions; maintains records of budget certifications as compared to appropriations; upon request, advises departments regarding budget activity and possible courses of action. Supervises and participates in the preparation and analysis of various financial statements, schedules, and reports. Responds to requests for information from departments, auditors, vendors, and representatives of contracting parties with the County; fulfills public records requests from the public and other agencies. Serves as the primary point person for the accounting of the County's capital outlay; maintains the fixed assets database; processes additions, transfers, adjustments, retirements, and depreciation; tags and monitors existing assets; engages with all departments regarding the accounting, acquisition, and retirement of their assets; runs reports for and answers questions from outside auditors. Serves as the primary point person for questions from departments and outside auditors regarding grant accounting and the annual SEFA reporting on the County's CAFR (Comprehensive Annual Financial Report); maintains the grants accounting module on the financial system; advises departmental personnel regarding grants accounting, including but not limited to: general ledger coding, reconciliation, reporting, legislative action (resolutions); serves as liaison between County departments and state/federal granting agency when called upon. Ensures that all County funds are in balance and reconciled with the County Treasurer, both monthly and yearly; performs the annual financial closing and reopening of the financial system. Creates and maintains the next year budget entry database for agency funds; advises all departments on budgetary questions when called upon; reviews and reconciles the financial system to Tax Budgets and next year appropriations resolutions, makes corrections as needed. Reviews and inputs most manual journal entries into the financial system; prepares the journal entry package for submission to the Board of Commissioners; reviews for correctness, and processes all transfer, and cash advance resolutions passed by the various governing

bodies in the County. Reviews and verifies available certification and appropriation of all contracts, as received from Internal Services. Reviews all purchase requisitions in the County for appropriate use of the general ledger, fixed asset designation, and 1099 information. Supervises the maintenance of essential accounting records and files; reviews reconciliation reports from various departments as Auditor's designee, submits reports to state agencies when warranted. Serves as primary point person for the County's assigned counsel/indigent defense payments; advises attorneys and County personnel on proper submission of required forms (incorrectly submitted paperwork could result in hundreds of thousands of lost revenue to the County from the State annually); reviews and processes invoices, corrects and/or rejects incorrect paperwork when necessary; reconciles monthly payments in financial system; prepares and submits the monthly statements and accompanying assigned counsel fee applications, per the specific directives of the Ohio Public Defender's Office; serves as liaison between County and Ohio Public Defender's Office when needed.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266
EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)