

CLERMONT COUNTY AUDITOR

Linda L. Fraley, Clermont County Auditor

ACCOUNTING MANAGER

About the Position

Under general direction, assists the Deputy Auditor of Financial Operations in overseeing and administering the operations of the County and to facilitate the department's efficient operation, enhance the integrity of its functions, safeguard public funds, and uphold the best practices within the public finance.

Minimum Requirements

1. A bachelor's degree in accounting, business administration, finance or related field from an accredited college or university and at least two years of relevant work experience including management experience;
2. An associate's degree in accounting, business administration, finance or related field from an accredited college or university with at least five years of relevant work experience including management experience.
3. Preferable to have governmental finance experience.

Job Requirements

- Considerable knowledge of modern governmental accounting theory, principles, and practices; internal control procedures and management information systems; office automation and computerized financial applications; and of payroll and accounts payable functions.
- Comprehensive knowledge of the principles and practices of Generally Accepted Accounting Principles (GAAP) and of Government Accounting Standards Board (GASB) pronouncements as they relate to governmental accounting.
- Experience with accounting software (preferably with Tyler Technologies Enterprise ERP) and Microsoft Office products.
- Ability to deal tactfully, professionally, and courteously with residents, other members of the public, staff, as well as elected and appointed officials and their staff.
- Ability to carry out detailed but basic written or oral instructions
- Ability to apply management principles to solve problems; exercise independent judgment and discretion
- Ability to determine work priorities and accomplish goals within limited periods of time while under pressure.
- Excellent written and verbal communication skills.

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Essential Job Functions

- Overseeing accounts payable processing; payroll and employee compensation, including payroll withholdings reporting.
- Monitor the accounting and payroll policies and procedures for compliance with the Ohio Revised Code, Generally Accepted Accounting Principles (GAAP), and other authoritative literature, as well as compliance with citations and management recommendations set forth in the annual audit report.
- Responds to questions/issues from other County offices. Assists other departments with grant reporting requirements.
- Supervises the capital asset accounting processes within the Auditor's Office for all County Offices and Departments.
- Reviews County budget compliance throughout the year and at the end of the year and prepares the Certificate of All Sources Available for Expenditure and the Amended Certificate of Estimated Resources.
- Prepares the reconciliation of the County Treasurer's Monthly Financial Statement of investments and cash on deposit.
- Any and all other duties as may be required or assigned.

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