

FINANCE DIRECTOR/ACCOUNTANT

JOB FUNCTION:

Under direction, performs complex professional accounting duties, supervises clerical, accounting and professional staff involved in accounting and fiscal recordkeeping work; and performs related duties as required. This is a senior level position requiring a minimum of *eight* years of accounting experience, preferably five of those years with auditing experience in a governmental related capacity. Position also requires a minimum of two years of supervisory experience.

ESSENTIAL FUNCTIONS:

1. Prepares or verifies a variety of complex accounting, statistical, and narrative financial statements or reports requiring extensive analysis and interpretation of data.
2. Establishes and maintains new departmental accounting systems and procedures; makes recommendations on the implementation of departmental accounting system revisions to increase efficiency and effectiveness; establishes and maintains effective accounting controls.
3. Participates in the preparation, evaluation, justification, and maintenance of budgets and budgetary controls; confers and cooperates with staff.
4. Prepares, reviews, and monitors grants, contracts, claims and other fiscal agreements and proposals.
5. Prepares financial statements, balance sheets, income and expense reports, and cash flow analyses for various funds and major programs.
6. Trains, supervises, and evaluates clerical and accounting staff; may supervise professional staff.
7. Recommends rates and fees based on accounting analysis.
8. Reviews and analyzes proposed and new regulations and legislation impacting revenues; prepares recommendations regarding alternatives available to minimize financial impact.

ADDITIONAL RESPONSIBILITIES:

1. Ability to plan, initiate and complete work assignments with a minimum of direction.
2. Understand and apply legal requirements and administrative policies to departmental accounting functions.
3. Interpret and analyze complex data and draw logical conclusions; detect possible weaknesses of internal control of standard accounting procedures and recommend revisions.
4. Verbally communicate accounting procedures and policies to staff, council members and other parish agencies.
5. Ability to write memos and reports clearly and concisely.
6. Expertise in the operation of personal computers and computer applications including Microsoft Office *applications as well as governmental program applications - example Sage governmental (a plus)*.
7. Establish and maintain working relationships with others.

QUALIFICATIONS:

- 1. Possession of a bachelor's degree in accounting, business administration, and/or related field and five (5) or more years of accounting experience with auditing background or CPA with auditing experience.***
2. Commensurate experience in a governmental accounting and auditing principles and practices including budgeting, reporting, taxation and revenues.
3. Knowledge of generally accepted accounting principles, practices and procedures including cost accounting, application of computer software to governmental accounting operations.
4. Knowledge of principles and practices of governmental accounting; and principles and practices of supervisory training.