



## FRANKLIN COUNTY JOB POSTING Accounting Supervisor

<b>Open Date:</b> July 28, 2022	<b>Location:</b> Franklin County Courthouse 1016 N 4 <sup>th</sup> Ave Pasco, WA 99301
<b>Close Date:</b> August 12, 2022	<b>Type:</b> Full-Time, Non-Bargaining
<b>Reports to:</b> Director of Finance	<b>FLSA Status:</b> Exempt
<b>Salary and Benefits:</b> Grade 19 Starting at \$36.13/hr; Full benefits package	

### SUMMARY

The Accounting Supervisor is responsible for the technical oversight of the Franklin County Auditor's Office accounting division functions. This includes direct supervision of 4 full-time staff accountants. The Accounting Supervisor assists the Director of Finance to plan, direct, and administer key financial responsibilities of the County including financial statement preparation and reporting, preparation of the annual budget, debt management, financial planning and analysis, and other accounting functions including payroll and accounts payable.

### ESSENTIAL FUNCTIONS OF THE JOB

- Assists with the planning, organization and facilitation of the financial administration of the Auditor's Office, including key responsibilities of the County's financial functions such as the preparation of the annual financial report, acquiring and retiring of County debt, and accounting for financial statements, journal entries, budget adjustments, state and federal grants, fixed asset inventory and depreciation, enterprise funds, unclaimed property, and the administration of payroll and accounts payable.
- Participates in the preparation and timely submission of the County's Annual Financial Report and works with the Washington State Auditor's Office (SAO) during the annual audits to provide information and resolve audit issues.
- Provides technical assistance to staff on complex problems, guidance and support to management and staff, and collaborates to identify and resolve issues.
- Pursues self-development and continuing personal development of skills and knowledge by attending ongoing educational workshops, reviewing professional publications, and establishing personal networks.
- Participates and makes recommendation on staff selection and provides or coordinates new employee orientation, including County and department policies and/or employee handbooks, and initial position task training.
- Evaluates and communicates consistent and timely performance feedback, coaching, performance evaluations, and improvement plans to employees in the accounting division of the auditor's office. Identifies, coordinates, or provides training or development activities as needed to enhance employee's effectiveness.
- Assists in the development, administration, and monitoring of an accurate, realistic, and fiscally sound department budget and fiscal operations, including department payroll, for the Accounting division of the Auditor's office, ensuring alignment with department goals and objectives and in compliance with Franklin County standard practice.
- Provides principal assistance to Director of Finance, County Administrator, County Commissioners and County offices and departments in the development, preparation, implementation, and monitoring of departmental and County annual budgets and assists with the development and implementation of management's financial goals,

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objectives, and priorities.

- Monitors and analyzes current budget and presents information and responds to related questions while preparing documentation for the monthly Budget Review Committee meetings with County managers.
- Compiles, analyzes, and assists with presenting information regarding bond ratings at meetings with the bond broker, commissioners, and finance committees.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Expert knowledge of Generally Accepted Accounting Principles (GAAP), Accounting and auditing practices and procedures as prescribed by the Governmental Accounting Standards Board (GASB), and Washington State Budgeting, Reporting and Accounting System (BARS) for accounting principles, procedures, account coding and reporting.
- Proficient knowledge of payroll processing, terminology, and elements relating to payroll and confidentiality relating to HIPAA (Health Insurance Portability and Accountability Act).
- Proficient knowledge of Franklin County business and financial acumen and the application and interpretation of Franklin County policies and procedures and federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to area(s) of assignment according to current department and County practices.
- Expert knowledge of principles, practices, and techniques and related to tools, equipment, and technology as they relate to area(s) of assignment according to current department and County practices.
- Proficient knowledge of principles and practices of management as applied to supervision, training, performance evaluations, program planning, staffing, budgeting, coordination, analysis, and evaluation of programs, policies, operational needs, and staff development.
- Expert skills in troubleshooting and resolving issues or problems by analyzing problems, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Expert time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Expert computer skills in Word, Excel, Outlook, the internet for research, and the ability to learn and develop proficient skills in the current County-wide enterprise resource planning software.
- Ability to delegate effectively and to convey clear expectations and boundaries while developing an atmosphere of trust and support where employees are encouraged to try new approaches and solutions to problems.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive and/or confidential information.
- Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and good judgment.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Work may be performed in the following environmental conditions:
  - constantly: in an office environment, and
  - occasionally: near moving mechanical parts.
- The noise level in the work environment is usually moderate, a typical office environment.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - constantly: sit for extended periods of time and use hands and/or fingers to handle, feel, or operate equipment or tools, and
  - frequently: talk or hear and reach with hands and arms, and
  - occasionally: stand or walk for extended periods of time, climb, pull, push or balance, and stoop, kneel, crouch, or crawl.
- carry or transport up to 50 pounds occasionally.
- have peripheral vision, depth perception, the ability to adjust focus, and have close vision (1-20 inches) and distance vision (20 feet or more).

#### **QUALIFICATIONS**

##### **REQUIRED EDUCATION AND EXPERIENCE**

- Bachelor's degree in business, accounting, or related field.
- Two years of supervisory or management experience.
- Five years of progressively responsible accounting experience including general ledger accounting and financial statement preparation.
- Experience with accounts payable, purchase orders, and encumbrance systems.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

##### **PREFERRED EDUCATION AND EXPERIENCE**

- CPA Certification
- Supervisory or management experience with a municipal entity.

##### **LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS**

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

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**OTHER DUTIES DISCLAIMER**

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

*Refer to Franklin County Website for complete job posting and application instructions.*

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:  
Franklin County Human Resources • 1016 N.4<sup>th</sup> Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

*OR DOWNLOAD FROM THE COUNTY WEBSITE AT: [www.co.franklin.wa.us](http://www.co.franklin.wa.us)*

*E-MAIL COMPLETED APPLICATION PACKAGE TO: [hr@franklincountywa.gov](mailto:hr@franklincountywa.gov)*

*Selection based on qualifications, interview, background checks and drug screening, where applicable.*

**FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.