



COUNTY OF NYE

CLASS TITLE: Accounting Operations Supervisor

BASIC FUNCTION:

Under the direction of the Comptroller: plans, organizes and supervises all activities of Finance staff in maintaining accounting and statistical records; summarizes and balances General Ledger, supervises generation of all financial reporting and documentation; communicates with County management and staff regarding fiscal and compliance matters. **This position is classified as “confidential” under NRS 288.**

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Supervises and directs the daily activities of all finance/accounting staff to include accounting, accounts payable, accounts receivable, budgeting, contracts, and grants; conducts daily monitoring of employee and unit performance to assure the work quality and the timely accomplishment of assigned duties and responsibilities; suggests strategies and recommendations to improve reliability, efficiency, and enhance customer service;
2. Trains, motivates, makes work assignments, and evaluates the performance of assigned staff. Counsels employees concerning performance improvement and development. Provides training and coordinates other training programs for staff. Assists with the hiring and promoting of staff, and preparing of performance evaluations.
3. Supervises and facilitates multiple project/deliverables with short target completion dates.
4. Serves as a backup for all finance/accounting staff, including accounting, accounts payable, accounts receivable, budgeting, contracts, and grants.
5. Supervises and directs the activities of month-end and year-end processes. Prepares and/or reviews staff-prepared reconciliations of general ledger accounts and activities at month-end, quarter month-end, and year-end.
6. Reviews correcting journal entries for the proper accounting treatment of reconciling items, review and approves Finance related invoices, and reviews and approves all check runs in Comptroller's absence.
7. Monitors monthly financial reports for accuracy, completeness, and compliance with Federal, State, and County policies. Organizes financial records and associated filing systems, as well as records retention for the Comptroller's Office.
8. Facilitates response to requests for information.

9. Collects financial and administrative information and compiles data for reporting, communicates with County management and other staff regarding the timeliness, accuracy, and implications of financial records and data.
10. Oversees the conduct of annual and period external and internal audits as directed. Prepares various financial schedules and reports for the use of the external auditors during the annual audit.
11. Responsible for reviewing staff submitted agenda items and backup. Generates agenda items and backup for Finance department related needs to appropriate Boards.
12. Represents the Nye County Finance Department at meetings and events, including, but not limited to, Board of County Commission, Town Board meetings, State Board meetings, and Committee on Local Government Meetings.
13. May represent the Nye County Finance team during collective bargaining negotiations, and may participate in labor strategy meetings as needed or required.
14. Assists the Comptroller in special projects as needed.

SKILLS, KNOWLEDGE & ABILITY:

Knowledge of Generally Accepted Accounting Principles related to Public Sector; knowledge of Government Accounting Standards Board Principles; applicable State and Federal statutes, rules, codes and regulation; principles of record keeping and records management; familiarity with financial software; intermediate to advance proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and PowerPoint, and the ability to operate other standard office equipment, ; familiarity with County policies and procedures.

Ability to assign and prioritize multiple tasks, projects, and demands; correct and update financial information records; perform mathematical calculations; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in interpreting and applying account standards and procedures, applicable federal rules and regulation, and County policies and procedures; setting priorities, planning, assigning, training and supervising the work of others; effective verbal and written communication; establishing and maintaining effective working relations with co-workers and those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is Bachelor's Degree, or equivalent, in Accounting, Finance or another closely related field, and a minimum of three (3) years progressively responsible technical accounting or auditing experience, or a minimum five (5) years experience in government and a minimum of three (3) years progressively responsible technical accounting or auditing experience preferably in public accounting with lead responsibility.

LICENSES:

Nevada Drivers License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Direct supervision of the Accounting, Accounts Payable, Accounts Receivable, Contracts, Grants, and Budgeting staff.

CONTACTS:

Elected officials, department heads, outside agencies, the public, vendors, and others.

PHYSICAL EFFORT:

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

Coordination and vision to use keyboard and video display terminal sometimes for prolonged periods. Strength, dexterity, and coordination to handle files and various documents. Occasional lifting of items weighing up to 25 pounds, such as files, stacks of paper, and other materials. Endurance and vision to drive for extended periods of time throughout the County and state.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.