

## **POSITION DESCRIPTION**

Title: Chief Accountant - Highway Department

Department: Highway Department – Administration Section

Job Analysis: March 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: County Engineer

Subordinate Staff: Highway Accounting Personnel

Internal Contacts: Highway Department Section Heads and Staff, Accounting Department, Budget and Purchasing Department, and other County Employees

External Contacts: Vendors, Representatives from other Agencies

Status: Classified/Exempt (EC-09)

### **Job Summary**

The Chief Accountant for the Highway Department is responsible for daily accounting and budget operations for all cost centers in the Highway Department including budget preparation and administration, analysis of revenues and expenditures, project cost accounting, and development and maintenance of a management information system utilized to evaluate maintenance and construction activities. This position oversees and supports all purchasing, invoicing, review of employee payroll time-entry, and is accountable for monitoring the progress of projects, investigating variances, and ensuring that project billings are processed and collected timely for the Highway Department. The work is performed under the direction of the County Engineer.

### **Job Domains**

1. Oversee and direct all accounting and financial procedures with the Highway Department as per Code of Alabama/Standard of Alabama and professional accounting standards.

2. Prepare charts, graphs and functional statements relative to fiscal and operational planning and control.
3. Assist in the development of budgetary guidelines and controls.
4. Prepare and analyze monthly analysis of income and expenditures.
5. Advise department officials of budget over-runs and assists in proper budgetary controls.
6. Oversee and support purchasing and invoices for Highway Department.
7. Create and maintain familiarity with all project budgets and be able to provide updates to superiors on short notice.
8. Oversee and maintain project accounts in the accounting system.
9. Maintain project related records and produce reports for project over-runs/under-runs.
10. Authorize the transfer of funding and expenditures in and out of project related accounts.
11. Investigate project variances and submit variance reports to management.
12. Ensure project reimbursements are processed and collected timely.
13. Responsible for closing out project accounts upon project completion and ensuring all associated costs meet the funding source requirements.
14. Oversee the annual closing process for the Highway Department, ensuring all necessary adjustments, accruals, and revisions are completed timely.
15. Prepare and make other special reports as required by County Engineer.
16. Maintain County information data bases for Highway Department.
17. Maintain Highway Management Plan for Highway Department.
18. Compile information for auditors as required.

### **Knowledge, Skills, and Abilities**

1. Skills to communicate effectively with office staff, general public, and elected officials.
2. Skills to perform accounting and bookkeeping operations, conduct audits, and monitor budgets.
3. Writing skills to prepare reports, complete forms, compose letters and accurately and neatly post journals and ledgers.
4. Reading skills to read and understand written instructions, manuals and correspondence.
5. Listening skills to understand verbal communications with co-workers and public.
6. Ability to operate office machines such as calculator, computer terminal and copy machine.
7. Thorough knowledge of the laws, ordinances, regulations and policies governing the County Highway Department.
8. Thorough knowledge of budgetary procedures, controls and record keeping.
9. Thorough knowledge of Highway Department general construction practices and techniques.
10. Good knowledge of cost-accounting principles and techniques.
11. Ability to assign tasks and supervise/evaluate employees.
12. Knowledge of Microcomputer Data Processing or the ability to readily acquire such knowledge.
13. Ability to prepare and make clear and comprehensive reports, both orally and in writing.
14. Ability to administer all phases of public works construction contracts for contract compliance.

15. Ability to establish and maintain effective working relationships with county officials, contractors and other employees.
16. Thorough knowledge of Excel and ability to implement Excel to make reports accurate and data tracking efficient.
17. Thorough knowledge of Power Point and the ability to create presentations in a simplistic but comprehensive format to relay information to the general public.

### **Physical Characteristics**

(In cases of physical handicap, reasonable accommodations will be made.)

1. See well enough to read fine print and numbers accurately.
2. Hear well enough to respond to verbal communication and to use the telephone.
3. Body movement to bend, stoop and move about.
4. Manual dexterity to write and type.
5. Strength to lift up to 20 pounds.

### **Education and Experience**

1. Bachelor's degree in Accounting, Finance or related fields.
2. Five (5) years of progressive accounting experience with a minimum of three (3) years in cost, managerial, or project accounting is desired. Governmental accounting experience is a plus.
3. Any equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
4. Experience or training in computerized accounting systems desired.

### **Other Characteristics**

1. Willing to work overtime, non-standard hours, weekends, and holidays as required to complete work assignments and meet deadlines.
2. Willing to attend meetings, conferences, workshops, and training sessions as related in assigned work areas.