



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER II, FINANCIAL ACCOUNTING**
Grade: 16

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Supervise and coordinate activities of a division for management support; Perform generalized financial, administrative and human resource functions and provide technical and managerial support to functional divisions in the department; Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

EXAMPLES OF WORK PERFORMED

Supervises, hires and evaluates accounting staff

Records various accounting transactions

Prepares financial statements, budget and status reports

Enforces budget through encumbrance system

Monitors and manages cash and investments

Supervises revenue recording, monitoring and reporting

Prepares revenue estimates

Reviews grant recording for federal and state grants. Ensures compliance with guidelines and regulations

Reviews the office accounting systems; makes recommendations for better internal control

Ensures proper recording in financial statements

Assists elected officials and department heads with interpreting accounting information and reports

Assists numerous outside auditors

Prepares necessary schedules and reports

Develops procedures for all accounting functions including data processing

Performs all other related duties involved in the operation of the Auditor's Office as assigned or required

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major course work in Accounting

Minimum of forty (40) hours continuing education each two (2) year term

Three (3) years of management experience in auditing or accounting

Two (2) years of experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

CPA preferred, and Minimum of 40 hours continuing education each two-year term

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of fundamental internal accounting controls and generally accepted accounting principles

Knowledge and complete understanding of generally accepted auditing standards

Must have strong communication skills to accurately communicate complex financial/accounting issues without unnecessarily alarming the media and other "non-financial" persons

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations