

ST. TAMMANY PARISH GOVERNMENT

POSITION AVAILABLE



TITLE: ACCOUNTING MANAGER

DESCRIPTION: Under the direction of the Senior Accounting Manager. The Accounting Manager is responsible for the daily oversight of the Accounts Payable and Accounts Receivable sections of the Finance Department. Duties include, but are not limited to: reviewing check reports prior to production to ensure accounting and vendor codes are valid; reviewing vendor statements; providing guidance to all departments as related to account payable and accounts receivable issues; gives advice and instruction to employees in routine posting, filing and other accounting activities and coordinates the flow of work through these sections; billing accounts receivable; validating cash receipts; prepare journal vouchers covering adjusting entries and other necessary entries affecting expenditures, receipts, liquidations; participates in the compilation of revenue budget estimates and semiannual and annual reports; establishing and implementing policies, practices and procedures. Duties performed require knowledge of governmental accounting and the ability to interpret the requirements of the law on a daily basis. All other duties as assigned by the Director.

QUALIFICATIONS: Graduated from accredited college or university with a degree in accounting, management, or business related field. Knowledge of standard (governmental) accounting procedures and practices. Must possess good organizational skill, as well as good oral and written communication skills. Must be computer literate and able to supervise others. Supervisory experience preferred.

EQUIPMENT: Calculator, Copy Machine, Fax Machine, Personal Computer

POSITION MEETING REQUIREMENTS: None

LOCATION: Hwy. 59 Administrative Complex

MINIMUM SALARY: \$48,594.00/YEAR

LAST DATE FOR CONSIDERATION: September 15, 2010

The Parish of St. Tammany is an Equal Opportunity-Affirmative Action Employer