

**INGHAM COUNTY  
JOB DESCRIPTION**

**LEAD SENIOR ACCOUNTANT**

**General Summary:**

Under the supervision of the Director of Financial Services, coordinates the work efforts of the accounting section and other financial service functions. Assigns and reviews work of staff accountants and provides assistance as necessary. Takes the lead in coordinating preparation of the comprehensive annual financial report. Monitors and balances the general ledger monthly as well as analyzes various accounts and prepares journal entries. Monitors and maintains the integration between the Payroll and Fiscal software modules. Performs all staff accountant functions and provides technical assistance to other county departments.

**Essential Functions:**

1. As the Lead Senior Accountant, participates in the hiring process, orients and trains staff, makes work assignments and reviews work products for accuracy. Provides technical assistance as requested.
2. Balances and monitors the general ledger on a monthly basis. Reviews internally generated reports for accuracy and problems and troubleshoots differences.
3. Prepares and enters journal entry account corrections to the integrated financial system. Also performs various general ledger reconciliations.
4. Coordinates the year-end schedules with the Director and takes the lead in coordinating preparation of the comprehensive annual financial report at year-end. Completes work papers for a variety of funds to support financial statement balances. Summarizes year-end accruals for anticipated revenues and expenses.
5. Prepares journal entries to correct or reclassify financial activity and ensure compliance with generally accepted accounting practices.
6. Conducts periodically scheduled grant accounting for various departments. Prepares expense spreadsheets, comparing grant expenses to the annual budget, and prepares grant-related financial reports.
7. Provides technical assistance to operating departments. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
8. Oversees and monitors the set up and maintenance of the fixed assets tracking and accounting system. Records monthly depreciation and office equipment service charges for selected funds. Reconciles fixed asset records with the general ledger.

LEAD SENIOR ACCOUNTANT (1/22/01)

Page 2

9. Responsible for determining the proper posting dates and percentages of interim and year-end payrolls as well as the posting of all payrolls. Balances the W-2's and is responsible for coordinating the reporting and payment of the retirement program.
9. Attends continuing education seminars and classes to maintain professional accreditation and to stay current on the latest accounting standards and technology.
10. Provides account security for Finance software users. Maintains user parameters to assist in running year-end reports to close out financial records.
11. Sets up, updates, and maintains the accounting structure based on the State Uniform Chart of Accounts. Performs regular testing of the financial system
12. Serves as the liaison to external auditors and grantor agencies. Provides information, documentation, and reports as requested.
13. Sets up, monitors, and maintains payroll codes for departments, charging distributions, payment codes, fringe benefit rates and accounts payable for the payroll system. Troubleshoots problems that arise during payroll processing.
14. Reconciliates monthly health insurance billings to departments. Makes adjustments to financial and payroll software to account for differences.
15. Acts as Director of Financial Services in the absence of that individual

**Other Functions:**

16. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in Accounting or Business with an Accounting major.

**Experience:** Three years experience in fund or governmental accounting and auditing, including payroll experience. Prior supervisory experience desirable.

**Other Requirements:** None listed.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be*

**LEAD SENIOR ACCOUNTANT (1/22/01)**

**Page 3**

*viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computers.

Prolonged sitting in front of computer terminal.

**Working Conditions:**

Works in an office setting.

