

Accounting Supervisor II
Local Government Health Insurance Board
Job Description

JOB INFORMATION

This is a permanent, full-time position with the Local Government Health Insurance Board, a state agency located in Montgomery, Alabama that administers a group health insurance program covering local government entities throughout the state. The position involves supervisory work related to the fiscal operations of a large and complex accounting system. An employee in this class is responsible for managing, planning and coordinating accounting services and related budgetary, business, and financial management activities for the Board. Work is complex with emphasis on management of accounting systems to produce accurate and timely reports in an efficient manner. Duties at this level include overall technical and policy/procedural supervision of specialized financial, statistical and informational systems. Work is guided by a wide variety of federal and state fiscal rules and regulations, and by executive policy decisions.

MINIMUM REQUIREMENT

- Certified Public Accountant designation and at least six years of professional accounting.

OR

- Bachelor's degree from an accredited four-year college or university in accounting and at least eight years of professional accounting experience, including four years of supervisory experience.

JOB DUTIES AND RESPONSIBILITIES

- Supervise monthly billing activities.
- Respond to telephone inquiries.
- Supervise daily cash receipts procedures.
- Direct the operation of a moderately large and complex accounting system
- Perform the duties of the Chief Financial Officer and/or the Assistant Chief Financial Officer in their absence
- Oversee and manage accounting staff and operations
- Develop and implement accounting policies and procedures
- Analyze and interpret financial data and reports
- Review of financial statements and reports
- Ensure compliance with accounting standards and regulations
- Be a chief point of contact with external CPAs for audit activities
- Collaborate with other departments and agencies to achieve financial goals and objectives
- Performs related work as assigned

The Local Government Health Insurance Board is an Equal Opportunity Employer.

Local Government Insurance Board Policy on Accepting College Coursework, Post-Secondary and Advanced Degrees

1. Specific college coursework required for a job, as well as Bachelor's, graduate, postgraduate, and doctoral degrees will be accepted from the schools accredited by any of the six regional accreditation associations in the United States:

- Southern Association of Colleges and Schools (SACS)
- Middle States Association of Colleges and Schools (MSA)
- Northwest Commission on Colleges and Universities (NWCCU)
- North Central Association of Colleges and Schools – The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges – Commission on Institutions of Higher Education (NEASCCIHE)
- Western Association of Schools and Colleges – Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)

2. Coursework or degrees from schools that have not been accredited by a regional accreditation association will be accepted if a regionally accredited school considers the coursework or degree to be an acceptable prerequisite for admission to an advanced degree program.

Note: This policy is subject to change.