

Accounting Supervisor I
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

- Graduation from an accredited four-year college or university, with a bachelor's degree in accounting (Certified Public Account preferred); and
- Five years of experience in professional accounting
 - Certified Public Accountant designation may substitute for the two years of required experience.

JOB DUTIES AND RESPONSIBILITIES

- Supervises personnel in the preparation of monthly financial statements; monthly claims trends reports; monthly reconciliation of bank accounts and third-party payer accounts
- Supervises all aspects of the payroll process
- Supervises and assists in the analysis of medical and drug claims trends
- Supervises and assists in the filing of state and federal reports
- Assists with the preparation of the LGHIB's annual budget
- Supervises and assists with the program integrity reviews of participating units
- Assists external CPAs with audit activities
- Plans accounting operational functions for the Board
- Supervises personnel engaged in procuring supplies and equipment, maintenance of inventory and controls, inspections, disposal of supplies and equipment
- Supervises and assists in the accumulation and consolidation of all of the LGHIB's financial data necessary for accurate accounting of consolidated business results including preparing internal and external financial statements
- Provides and briefs administration with information vital to the decision-making process

- Assesses current accounting operations and offers recommendations for improvement and implementation of new processes and procedures; solves exceptional problems that have no specific policy or precedent independently
- Participates in budgeting decisions with program directors; supervises and assists in the preparation of operational budgets allocated from state, federal, and other funds
- 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, post graduate, 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.