



ACCOUNTING MANAGER			
DEPARTMENT:	FINANCE	CLASSIFICATION:	EXEMPT/AT WILL - MID-MANAGEMENT
CREATED/UPDATED:	MARCH 2020	PAY GRADE:	55

JOB SUMMARY

Under the direction of the Finance Director, the Accounting Manager manages the day-to-day activities of complex accounting functions; oversees the work of staff and performs the more complex professional accounting duties in the areas of general ledger, accounts payable, accounts receivable, collections, cash reconciliation, utility billing, business licenses, payroll, oversees the City's information systems; and performs other related duties as assigned.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the Finance Director. Exercises functional and technical supervision over assigned professional, technical and administrative support staff.

ESSENTIAL DUTIES

Recommend goals and objectives; assist in development of, and implementation of, policies and procedures.

Plan, organize and direct Accounting Division activities including accounts payable, payroll, cash and investments and financial systems.

Prepare the Accounting Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Confer with other City departments regarding accounting related issues; implement internal controls to ensure governmental policy and regulations are met.

Research and prepare technical and administrative reports; prepare written correspondence.

Oversees the accounting of revenue received, including: determining the appropriate period to post revenue in accordance with accounting principles, allocating revenue between funds, reviewing receipts prior to posting to general ledger to ensure proper coding, reconciling cash with receipts, ensuring checks received correspond to City invoices, and ensuring accounts receivable subsidiary ledger balance to general ledger.

Maintains the general ledger, including: directing inter-fund transfers, allocating interested earned between funds, ensuring all ledgers and reports are prepared and maintained properly, establishing

necessary ledger funds, maintaining subsidiary worksheets for certain funds, preparing monthly, quarterly and annual journal entries.

Oversee the preparation of the Comprehensive Annual Financial Report (CAFR) and various State Financial Transaction reports.

Serve as main contact for the outside independent audit of the City.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelor's degree in accounting, finance, business administration, or a closely related field. A Master's degree in a related field is highly desirable.

Experience:

A minimum of four years of increasingly responsible accounting experience in the maintenance of financial, fiscal, and related statistical records, including two years of lead or supervisory experience.

Knowledge, Skills & Abilities:

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as Applied to Governmental Accounting Standards (GASB)
- Principles and practices of municipal accounting and auditing.
- Municipal budgeting procedures and techniques.
- Laws regulating public finance and fiscal operations.
- Techniques of statistical analysis.

Ability to:

- Plan, organize, and coordinate budget preparation and control activities.
- Examine and verify financial documents, reports and transactions.
- Analyze, post, balance and reconcile financial data, ledgers and accounts.
- Administer cash management, debt and investments.
- Read, understand, interpret and apply applicable regulations, procedures and policies.
- Prepare clear and concise reports.

SPECIAL REQUIREMENTS

- Ability to attend evening meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.