

Classification Title: Accounting Manager
Pay Grade: 135- \$69,015.00-\$88,683.00 Annually
FLSA Status: Exempt
Dates Revised: 8/12, 7/16, 7/21

JOB SUMMARY

Under limited supervision, performs supervisory, fiscal control and accounting work for the City Finance Department. Work involves supervising and coordinating the work of department staffing the operational areas of the department. Work also involves planning, developing, implementing, and maintaining policy and procedures to ensure staff work meets City standards and adheres to Federal and State regulations for annual auditing and wage and payment reporting purposes. Employee is primarily responsible for the supervision of Finance department staff, responsible for preparing for the annual year-end audit, and performing related tasks such as assisting department directors, preparing reports, processing accounts, special projects, etc.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ESSENTIAL JOB FUNCTIONS

- Directs, assigns, and supervises staff performing operational functions, accounts payable, general ledger, fixed assets, grants, budget activity, capital projects, and miscellaneous bills. Advises and resolves problems of employees as non-routine situations arise. Reviews and approves work, reports, registers and ledgers prepared by staff; ensures work adheres to City standards and federal and State regulations for annual auditing and wage and payment reporting purposes.
- Analyzes data and accounts and prepares year-end entries and schedules for audit. Coordinates and directs schedules prepared by staff.
- Researches, analyzes and prepares information schedules for special reports and projects for the Assistant Director of Finance/Comptroller, Director of Finance and other Departmental Directors.
- Assists and serves on various related committees, in house and regionally, as directed.
- Authorizes draw down requests for various federal grant programs.
- Monitors CDBG/Home grant spend down requirements. Analyzes and provides recommendations to management for changes in grant allocation & project eligibility. Communicates and has relationship with federal authority program director.

- Assists in the development, implementation, and maintenance of departmental policies and procedures so as to provide documentation of the policy and the provision of adequate internal control and accountability.
- Recognizes, develops, implements and monitors the necessary internal controls.
- Provides training and orientation to subordinates in assigned positions; advises and assists subordinates as necessary.
- Performs accounts payable, general ledger, accounts receivable, grant and capital project accounting in the absence of employees.
- Participates in the overall management of the department.
- Composes and prepares agenda items for consideration by City Council as appropriate.
- Reviews transfer of funds requests; advises of transfers and adjustments needed to departmental accounts.
- Implementation of new Governmental Accounting Standards within the financial accounting and reporting systems of the City
- Monitors the City's fixed assets and depreciation system.
- Performs other related duties as required.

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's Degree in accounting, business administration or a related field, Certified Public Accountant designation preferred. Supervisory experience of 4 to 5 years in general accounting with preference to experience in governmental accounting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal, State and local laws and policies concerning municipal fiscal operations.
- Knowledge of the principles and practices of general governmental and municipal accounting.
- Knowledge of the principles of supervision, organization and administration.
- Knowledge of modern accounting and office procedures and equipment, including the application of electronic data processing to the maintenance and analysis of fiscal data.
- Knowledge of various state and federal grants.
- Knowledge of the current literature, trends and developments in the fields of governmental accounting and public finance administration. Is able to plan, direct and coordinate the work of subordinate employees.
- Ability to maintain standard accounting and control measures for municipal government.
- Ability to exercise independent judgment and initiative in completing assigned tasks.
- Ability to prepare clear and concise reports, and to analyze financial statements and reports.
- Ability to establish and maintain effective relationships as necessitated by work assignments.

- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to co-workers or assistants, and receiving instruction, assignments and/or directions from superiors.
- Ability to read revenue reports, expense reports, balance sheets, checks, etc. Requires the ability to prepare a variety of financial schedules, billing invoices, trial balance and other required accounting reports and information, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret government accounting, benefits administration, and legal terminology.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions, percentages, and ratio and proportion.
- Ability to inspect items for proper length, width and shape.

PERFORMANCE EVALUATION CRITERIA

- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety
- Planning
- Organizing
- Staffing
- Leading
- Controlling
- Delegating
- Decision Making
- Creativity
- Human Relations

- Policy Implementation
- Policy Formulation

PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of automated office machines which includes a personal and mainframe computer, printer, calculator, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Does not require the ability to differentiate between colors and shades of color. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate levels of stress when confronted with an emergency. Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).