

## ACCOUNTING MANAGER

### DEFINITION

Under general direction, plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and office support related to the processing of financial transactions and preparing and reconciling financial and accounting records and reports; performs professional accounting work such as analyzing cost, revenue and relevant economic data, maintaining and improving the City's accounting system; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

General direction is given by the Finance Director. General and direct supervision is provided to accounting professional and technical staff.

### CLASS CHARACTERISTICS

This is a single-position mid-management classification in the City's Finance Department. The incumbent organizes and oversees day-to-day financial processing and record keeping activities and is responsible for providing professional-level support to the Finance Director in a variety of areas. Responsibilities include oversight of the payroll, accounts payable, accounts receivable, collections and business licenses; acting as Finance Director in his/her absence, in addition to performing a variety of customer services, analysis of accounts and revenue, record keeping, reconciliation and report preparation activities. Responsibilities regularly include the use of one or more automated systems, although some manual processing may be required.

### EXAMPLES OF DUTIES (Illustrative Only)

- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of City financial operations.
- Plans, schedules, assigns, supervises and reviews the work of assigned staff.
- Recommends selection of staff, trains staff in work procedures; authorizes discipline as required; provides policy guidance and interpretation.
- Performs complex and difficult accounting and financial support work within programmatic and procedural guidelines.
- Oversees the payroll process; ensures that data submitted and payments made are correct; prepares tax, insurance and other payments; initiates necessary payroll deductions for benefits and related items; audits payroll deductions and earning registers for correctness.
- Researches and audits a variety of reports, records and documents to reconcile ledgers and journals and to produce a variety of specialized reports; may develop report formats and utilize varied databases.
- Assists in monitoring various accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve concerns.
- Prepares and balances quarterly and annual payroll tax returns; monitors preparation of 1099's on an annual basis.

- Updates City records and procedures in assigned areas pursuant to changes in law, City policies and procedures, Memoranda of Understanding, and other pertinent rules and regulations.
- Confers with other departments on questions regarding status of accounts, proper coding of transactions, monthly budget status reports, payroll status changes, payroll deductions, and other matters related to assigned areas of responsibility.
- Oversees and reviews accounts payable check processing; answers questions related to proper coding, proper authorizations and available budget.
- Calculates cost and revenue forecasts; maintains statistical and economic data influencing estimates; prepares worksheets, schedules and exhibits comprising the formal budget documents.
- Assists in formulating fiscal policy and develops effective procedures for financial record keeping and accounting systems that comply with current accounting practices, legal mandates, special grant funding and special programs.
- Prepares the year-end close of City books; coordinates various audits and provides information to outside auditors during annual and mid-year audit; gives expert assistance to auditors for questions, data gathering and compiling reports; prepares annual audit book containing all schedules requested by auditors.
- Assists with fixed assets accounting procedures, contract procedures, miscellaneous holding accounts and purchasing requirements consistent with public contract code.
- Initiates financial procedures for bond indebtedness activity and assists in cost and investment management and record keeping.
- Assists in compiling the City-wide bi-annual budget, including developing salary and benefits projections, account, revenue and expenditure projections, and preparing the initial draft of the departmental budget; revises and edits budget documents and reports for accuracy and content.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations and procedures; answers questions and resolves concerns.
- Reconciles City bank accounts to the general ledger on a monthly basis, inclusive of providing support for fiscal agent and investment reconciliation; verifies daily cash bank deposits by reconciling cash receipts.
- Maintains schedules of reimbursable capital projects from Federal, County and City agencies tracking total project expenditures/ project retentions, accounts receivable and total net cash outflow for the City.
- Records and verifies a variety of complex financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports; may present reports to Council and other groups as requested.
- Enters and retrieves information using word processing, spreadsheet and database software.
- Develops communications to initiate consultant services.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of governmental accounting, public finance administration and budgeting, auditing, reconciliation; federal and state regulations and guidelines as they pertain to municipal finance; municipal taxation and revenue management.
- Practices and techniques of automated and manual financial and accounting document processing and record keeping.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Public agency payroll principles and practices.
- Applicable laws, codes and regulations.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing, spreadsheet and database applications.
- Records management principles and practices.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

### **Skill in:**

- Assisting in developing and implementing goals, objectives, policies, procedures, work standards for the finance department.
- Planning, organizing, scheduling, assigning, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Performing difficult, professional and technical accounting and financial support work accurately and in a timely manner.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Making accurate arithmetic, financial and statistical computations.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Recommending improvements in financial record keeping systems.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

### **Education and Experience:**

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major course work in business administration, accounting, finance or a related field and four years of professional-level accounting experience with a minimum of one year in a lead or supervisory role.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone.