

ACCOUNTING SERVICES MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction of the Assistant City Manager/Administrative Services Director, supervises, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; assists in the preparation of assigned budgets, annual audit, and year end closing; provides responsible and complex technical and accounting assistance to outside Departments; and provides highly responsible and complex staff assistance to the Assistant City Manager/Administrative Services Director.

IDENTIFYING CHARACTERISTICS

The Accounting Services Manager is a hands-on division manager providing advanced technical skills, leadership and full first-line supervision over the accounting series. Positions in this class focus on managing and directing assigned staff, performing the most complex and professional accounting duties within the Division, and assisting in the development, implementation and maintenance of policies and procedures relating to areas of assignment. The Accounting Services Manager is fully functional in all aspects of governmental accounting and performs a full range of complex professional accounting work.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises, plans, trains, and reviews the work of staff responsible for providing assigned accounting related services and activities; provides day-to-day coordination of workload and tasks; participates in performing the most complex work of the unit.
2. Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.
3. Establishes schedules and methods for providing accounting services; identifies resource needs; reviews needs with appropriate management staff and allocates resources accordingly.
4. Directs, coordinates, and reviews the work plan for Accounting Services within the Administrative Services Department; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
5. Assists the Assistant City Manager/Administrative Services Director in identifying opportunities for improving service delivery methods and procedures; implements improvements.
6. Participates in the selection, training, motivating, and evaluating of assigned personnel; provides or coordinate staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Participates in the development and administration of assigned budgets including Accounting Services and SSWA; monitors and approves expenditures; recommends adjustments as necessary.

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8. Provides staff assistance to the Assistant City Manager/Administrative Services Director, as well as other City Departments, SSWA and other outside agencies; may participate on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary.
9. Oversees and participates in the compilation, reconciliation, analysis, and preparation of a variety of financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports; oversees and participates in the preparation of work papers, financial statements, and various reports for federal and state agencies as well as for internal accounting.
10. Participates in the preparation of the Comprehensive Annual Financial Report (CAFR); prepares and researches data for assigned sections; participates in preparation of narrative as assigned.
11. Oversees and participates in a variety of accounting duties within Accounting Services including those related to the processing, administration, and reconciliation of assigned City revenue sources, tracking bank transactions, preparing cash flows, preparation and submittal of financial reports related to grants and reconciliation and balancing of bank statement to fund balance and general ledger.
12. Participates in the year-end audit; compiles and prepares supporting schedules, work papers, and financial reports as requested by auditors.
13. Verifies for accuracy and processes journal entry requests; prepares correcting journal entries for errors found in general ledger analysis.
14. Approves accounts payable checks; verifies that accounts payable checks comply with the City's purchasing policy and have proper authorization.
15. Provides analytical and administrative support to special projects; researches, compiles, and reports data for special projects including those assigned by the Assistant City Manager/Administrative Services Director.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the accounting field.
17. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services and activities of a comprehensive municipal accounting operation.

Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

Principles of supervision, training, and performance evaluation.

Principles and practices of automated financial systems.

Principles of municipal budget preparation and control.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

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Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Coordinate, direct and participate in the Accounting Services Division of the Administrative Services Department.

Supervise, organize, and review the work of assigned professional, technical and clerical accounting staff.

Assist in the development of goals, objectives, policies and procedures for providing assigned accounting services programs.

Independently perform the most difficult professional accounting assignments.

Examine and verify financial documents, reports, and transactions.

Prepare a variety of budgets, financial statements, reports, and analyses.

Analyze, post, balance, and reconcile financial data, ledgers, and accounts.

Analyze and draw conclusions from financial data.

Interpret financial data and recognize accounts that need detailed investigation.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Participate in the preparation and administration of assigned budgets.

Prepare clear and concise reports.

Analyze complex issues, evaluate alternatives, and reach sound conclusions.

Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.

Plan and organize work to meet changing priorities and deadlines.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Supervise and train assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or related field.

Experience:

Four years of increasingly responsible professional accounting experience that includes governmental accounting and two years of supervisory experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

November, 2014