

ACCOUNTING MANAGER

NATURE OF WORK

This is advanced professional accounting work in the supervisory, administering and preparing complex and comprehensive City-wide financial statements, conducting audits, analyzing financial entries, and/or performing other related professional accounting activities and functions.

Work involves the responsibility for directing and coordinating an assigned division within the Finance department. This position is responsible for the supervising, planning, administering, and preparing the Annual Comprehensive Financial Report. An employee in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

EXAMPLES OF WORK PERFORMED

Performs year-end functions such as opening, closing, and adjusting accounts and funds and supervising the accounting of accruals for various revenues and expenditures.

Supervises and reviews financial statistics, schedules, reports and statements to provide data used in city bond sales.

Implements General Accounting Standards Board (GASB) pronouncements and follows General Accepted Accounting Standards (GAAP). Ensures city departments are in compliance with the pronouncements.

Prepares Statement of Net Positions, Statement of Activities, Balance Sheets, and Statement of Revenues and Expenditures and Changes in Fund Balances, GAAP to Budget basis, and entity-wide financial statements for the Annual Comprehensive Financial Report. These statements are on a fund and entity wide basis.

Gathers information for the preparation of financial footnotes and prepares the footnotes for the Annual Comprehensive Financial Report.

Supervises the coordination of the composition, printing, and distribution of the Annual Comprehensive Financial Report.

Administers the coordination of the annual independent audit, providing records and offering explanations of entries and calculations.

Provides information to the Mayor, Finance Director, Budget Office and City Controller as to the most effective uses of general funds, special revenue funds, enterprise funds, and cost reimbursement fees.

Administers the accounting for all city capital/fixed assets.

Supervises accountants working on the Annual Comprehensive Financial Report. Involved with selecting, hiring, assigning, supervising, and evaluating subordinate personnel and ensuring that accounting principles, state statutes, and city ordinances and regulations are observed.

Assists the City Controller in the implementation of financial systems and the setting up and monitoring of the accounting code structure; assists in the creation of reports from the financial system for other departmental uses.

Maintains regular and reliable attendance.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Extensive knowledge of Generally Accepted Accounting Principles (GAAP).

Extensive knowledge of general laws and administrative policies governing municipal financial practices and procedures.

Extensive knowledge of the principles and practices of fund accounting, auditing, and budgeting in government.

Extensive knowledge of GASB and GASB Pronouncements.

Thorough knowledge of Federal, State, and local laws, Federal regulations, and City policies and procedures.

Thorough knowledge of City department practices, and procedures.

Thorough knowledge of the computer applications utilized by the City.

Ability to manage, coordinate, and evaluate the work of others.

Ability to inform and train operating department personnel on the principles and proper techniques of the City's financial software applications.

Ability to prepare informative financial reports.

Ability to independently analyze complex financial transactions.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting and five years of experience in accounting procedures; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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