



Accounting Manager

Finance Department

JOB SUMMARY

This position performs highly technical financial and accounting analysis of the City's assets, liabilities and enterprises which includes gas, water, sewer, and solid waste. It also administers the City's debt portfolio including new issuances, refunding and annual debt service. Works extremely close with Finance Director on daily operations, city projections, reporting and annual budget.

MAJOR DUTIES

- Report financial information in an accurate and timely manner; prepare and provide financial reports
- Manage a variety of fiscal and accounting functions pertaining to areas such as general accounting, auditing, bond administration, treasury management and financial reporting.
- Manage and report on the status of City cash and investment accounts
- Prepare and submit the City's Comprehensive Annual Financial Report
- Assist in developing, implementing and monitoring internal controls
- Debt management including bond sales, utility accounting and budgeting
- Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusion and recommendations; review and verify accuracy of financial data and information
- Reviews State and Federal legislative bills affecting the City's finances and advises management
- Prepare and/or reviews the citywide cost allocation plan and indirect cost rate to be applied to Water, Sewer, and Solid Waste enterprise funds operations in conformance with federal regulations and City Policy
- Other duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION

The principles, practices and applications of governmental accounting, auditing, budgeting and finance especially as promulgated in Governmental Accounting Standards Board (GASB). Current principles and practices of municipal accounting, budgeting, and auditing. Pertinent federal, state, and local laws, regulations and codes.

SUPERVISORY CONTROLS

The Finance Director assigns work in terms of general instructions for this position. Provides supervisory spot checks for completed work for compliance with procedures, accuracy and time management.

GUIDELINES

Guidelines include the finance policies and procedure manual. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

The work consist of related clerical and professional technical financial duties. The volume of work to be completed contributes to the complexity to the position. The purpose of this position is to participate in the city's financial function. Successful performance contributes to the efficiency of the city government operations.

CONTACTS

Contacts are typically co-workers, vendors and auditors. Contacts are typically to give or exchange information, resolve problems, and provide support and partnership to the finance team and Finance Director.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work is typically performed in an office with extensive computer use and desk sitting.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution in Accounting, Finance, Business, Public Administration or related field
- A minimum of 5 years of professional financial experience
- Nationally recognized certification as a public accountant (CPA) or financial analyst (CFA) are not required; but preferred.
- Ability to perform and/or manage multiple tasks, projects, and priorities concurrently