

Position: ACCOUNTING MANAGER  
Department: FINANCE  
Reports to: DIRECTOR OF FINANCE  
Salary Grade: CIVIL SERVICE

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#### PRIMARY FUNCTION

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Responsible for performing difficult and complex professional level accounting including development, analysis and maintenance of financial and other statistical records and reports. Responsible for coordinating accounting functions and internal controls throughout the city. Assists the Director of Finance in the administration of all activities and serves in the Director's absence.

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#### ESSENTIAL FUNCTIONS

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- Organize and maintain general ledger, subsidiary ledgers, accounting records and prepare monthly analysis and summaries of accounts, including trial balance, updates and additions to chart of accounts and audit reports.
- Coordinate and maintain a variance reporting system for the departmental reports.
- Oversees coordination of external independent audit and preparation of the comprehensive annual financial report.
- Prepares financial and statistical reports for the Utility Committee and the Public Service Commission.
- Prepares the annual PSC Report and PSC Rate Case.
- Approves journal entries and non-routine entries into accounting records and makes necessary adjustments.
- Performs internal auditing and training.
- Assists Finance Director in the preparation of the City's annual operating and CIP budgets.
- Monitors, troubleshoots and recommends changes to City's Financial Systems.
- Oversees preparation of State and Federal reports regarding revenue sharing and other financial functions.
- Establishes an effective role as a liaison with other City departments and outside agencies.
- Represents the Finance Director in his/her absence.
- Develop and recommend accounting policies and procedures.
- Coordinate a billing system for City services rendered to other departments, individual and outside agencies.
- Plans, organizes, assigns and supervises the work of professional staff in the department

- Other duties as may be assigned.

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## POSITION REQUIREMENTS

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Bachelor's degree in Accounting or related field, minimum of six to nine years accounting experience (with five years in a supervisory capacity) preferably in municipal government, CPA, or equivalent combination of experience and training which provides the following knowledge, abilities and skills:

- Knowledge of standard accounting policies and practices in order to perform various accounting functions, including the maintenance of journal entries and ledgers.
- Knowledge of principles and practices of accounting, budgeting and finance in municipalities.
- Knowledge of rules and regulations of the Common Council relative to financial disbursements.
- Knowledge of governmental accounting standards and generally accepted accounting principals.
- Ability to effectively supervise and manage staff.
- Ability to maintain financial records and accounts.
- Ability to prepare financial reports.
- Ability to close books and make necessary adjustments.
- Ability to assist in all aspects of budget preparation.
- Knowledge and experience in software application, implementation and analysis.
- Ability to communicate effectively, orally and in writing with people at various levels both within and outside the organization.
- Ability to coordinate and handle a variety of programs and activities within the time frame required.
- Ability to maintain effective working relationships with fellow employees and deal courteously and tactfully with other governmental agencies and the general public.

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This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

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