ACCOUNTING MANAGER

DEFINITION
Under general direction, manages staff responsible for payroll, accounts payable, accounting, financial reporting and coordination of audits and inquiries by various funding and regulatory agencies and assists with the operations associated with finance for the City.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages workflow of a division and functional area of the Finance Department including, payroll, accounts payable, accounting, financial reporting and auditing;
- Monitors revenue and accounting data to provide instructions and guidance to staff in performing tasks;
- Reviews and approves accounting transactions and reports including journal entries, wire transfer requests, bank reconciliation and grant reports;
- Oversees completion of accounts payable and wage related payments.
- Assists in the preparation and issuance of financial reports, financial statements and other information to City departments and agencies;
- Assists in interviewing and recommending hires for new prospective employees;
- Prepares and approves performance evaluations for assigned staff;
- Supports implementation of disciplinary action for assigned staff; assists in the enforcement of financial policies and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public finance and accounting, management and/or supervision principles, and bookkeeping and/or accounting principles
- Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal finance and accounting, analyzing and ensuring integrity of financial data, preparing accurate financial reports and statements, providing and following oral and written instructions, establishing and maintaining productive working relationships, and in assessing and prioritizing multiple tasks, projects and managing conflicting deadlines to complete projects and assignments.
- Ability to effectively communicate verbally and in writing, self-manage, provide detail explanations and documentation of work to support analysis and recommendations;
- Proficient in the use of computer hardware, software and ten key machines to included MS Office Suite and other industry related software.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in office environment. Work may require frequent standing, walking and bending. Incumbents maybe exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor's degree from an accredited four year college or university in Finance, Accounting or related field, AND five (5) years' of progressively responsible experience in a public sector/municipal finance business accounting or banking business environment to include two (2) years at a supervisory level.