

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Accounting Manager

**Department:** Finance

**Pay Grade:** 514

**FLSA Status:** Exempt

**Job Code:** F300

#### JOB SUMMARY

The purpose of this classification is to manage the operations, staff, and resources of the Accounting Division within the City's Department of Finance, including financial reporting, forecasting, auditing, accounting system management, accounts payable, accounts receivable, account reconciliations, journal entries, budget entries, general accounting entries, record-keeping and all other accounting-related functions.. Responsible for fixed asset, cash drawers, and internal control auditing and reporting under the direct supervision of the Finance Director.

#### ESSENTIAL JOB FUNCTIONS

- Manages the staff and operations of the accounting work unit; analyzes accounting processes and internal controls, identifies and resolves problems, and recommends operational, procedural, and technical improvements.
- Manages the activities of accounting staff through appropriate delegation, technical skills training, and work supervision; monitors work, provides guidance, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues.
- Interprets accounting standards, laws and regulations and makes decisions and assesses implications regarding City's accounting operations based on comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) and of pronouncement and guidance issued by the Governmental Accounting Standards Board (GASB).
- Ensures the month end and year end closing processes are completed in adherence to deadlines
- Reviews operational and programmatic reports prepared by subordinate staff; analyzes information, activities and transactions; and ensures accuracy and timeliness of Division operations.

- Assists in the evaluation of Division programs and services; implements operational and procedural changes to improve Division performance; recommends strategic changes to the management; researches, evaluates and implements new software and/or technical processes to improve Division performance; and keeps management informed of significant issues and resource needs.
- Develops and administers Division operating budgets; monitors budgets, expenditures and revenues; and maintains accurate records of Division's financial transactions.
- Receives and/or prepares a variety of administrative forms pertaining to Division operations including payroll documents, contracts, invoices and budget revisions; and reviews, approves, and/or submits documents for processing.
- Serves as a member of varied task forces, management teams, committees as assigned; provides advice and technical expertise pertaining to Accounts Receivable programs and operations; makes presentations as requested; and assists with the planning and evaluation activities for the Finance Department.
- Manages the establishment and maintenance of Division files, records, lists, documentation and databases; reviews correspondence, records and reports prepared by subordinates; reviews customer service, billing and statistical information; and prepares a variety of Division operational and statistical reports.
- Manages accounting activities and services including general ledger, cash management, and financial reporting.
- Coordinates activities with accounts payable & receivable, revenue, debt & investments, and payroll.
- Collaborates with the other Finance department managers and the Finance director to support overall department goals.
- Promotes a positive work environment and encourages teamwork to accomplish results.
- Communicates effectively both in written and oral modes.
- Adheres to strict confidentiality of information.
- Guides other departments by researching and interpreting accounting policy; applies observations and recommendations to operational issues.
- Coordinates work with auditors in the preparation of financial analyses and annual reports; directs the preparation of the City's Comprehensive Annual Financial Report (CAFR); collects financial and administrative information and compiles data for financial statements and reports to accurately reflect the City's financial conditions.
- Reviews and approves financial and accounting records; reconciles transactions and financial activities according to GAAP, GASB, Federal and State laws/rules and City policies; corrects errors, and reconciles and resolves differences.
- Assures the accuracy, timeliness and quality of the financial activities and work products; monitors all document preparation for accuracy, completeness, and compliance with Federal, State, and local policies and practices.
- Assists in the development and implementation of Finance policies and procedures.
- Manages special projects as directed; interprets and explains accounting rules and regulations.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

Requires a Bachelor's degree in finance, accounting or a related field; supplemented by five (5) years of progressively responsible experience supervising accounting, bank reconciliation, fixed assets, cash receipting and audits or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- None

### **Special Requirements:**

- None

### **Knowledge, Skills and Abilities:**

- Knowledge of Federal and State laws and regulations regulating financial statements, government accounting and government finance.
- Knowledge of City's administrative policies and procedures, contract administration, and the principles and practices of supervising staff and resources.
- Ability to plan and manage monthly financial reports, bank reconciliations, annual audit, internal audits, cash receipting, fixed assets and grant accounting.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to act as a first-line supervisor, including instructing, reviewing work, maintaining standards, and coordinating activities.
- Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks

also require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*