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| **TITLE:** | | Accounting Manager | **FLSA:** | Exempt |
| **DEPARTMENT:** | | Finance | **REPORTS TO:** | Finance Director |
| **PREPARED:** | March 2019 | | **UPDATED:** | February 2023 |

**Position Summary**

This position assists the Finance Director in managing the day-to-day functions, activities and staff of the Finance Department. This position is primarily responsible for assuring compliance with applicable accounting practices and required reporting.

Essential Functions

*The following duties are normal for this position and are not to be construed as exclusive or all-inclusive.* To perform this job successfully, an individual must be able to perform each duty satisfactorily. *Other duties may be required and assigned.*

* Coordinates the preparation of the City audit. Prepares schedules, fund statements, government wide statements, cash flow statements and financial statistical information for the City’s Annual Comprehensive Financial Report (ACFR).
* Manages and directs accounting operations; establishes, monitors, and enforces internal controls, policies, and procedures to ensure records are compliant with the Generally Accepted Accounting Principles (GAAP).
* Assists with the Annual Budget, Capital Improvement Plan and other financial reporting.
* Responsible for month-end, quarter-end, and year-end close, including preparation of month-end journal entries, bank reconciliations and financial reports.
* Provides leadership, directs the work of, and manages assigned Finance personnel. Assists staff with difficult projects.
* Interviews and selects new employees. Provides training, instructions, and provides for ongoing training needs. Assigns tasks, reviews work, and prepares performance evaluations. Recommends employee reclassifications, promotions, disciplinary action, and discharge.
* Analyzes and evaluates existing objectives, goals, standards, priorities, policies, and procedures.
* Researches, recommends, develops, and implements policies and procedures for program effectiveness.
* Develops short term and long-term work plans and strategies to meet business needs; develops and directs the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures proper implementation and that the City conforms to related legislative requirements.
* Prepares or coordinates preparation of financial reports for departments and management.
* Analyzes, maintains, and reviews general ledger activities that have been posted.
* Supervises the Senior Fiscal Tech (Accounts Payable), Senior Accountant roles including payroll, and all other roles assigned;
* Reviews and approves accounts payable and payroll check runs, wire transfers, and state and federal transfers.
* Manages and maintains the chart of accounts.
* Prepares workers compensation audit and completes federal and state mandated financial statement.
* Prepares any required documentation required for Police and Fire Pension audits.
* All other duties as assigned.

**Required Education, Experience, Licensing, and Certifications**

* Bachelor’s Degree in Accounting, Finance or related field;
* Minimum of five (5) years progressively responsible accounting experience.
* Minimum of three (3) years supervisory experience.
* Previous municipal experience preferred.
* Or any equivalent combination of experience and education.

**Physical and Work Environment**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law.  Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.*

* This is considered a light duty, office position.

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time.  The duties listed above are intended only as illustrations of the various types of work that may be performed.  The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.  The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*