

CITY OF TOPPENISH

Class Specification

Title: ACCOUNTING MANAGER

Department: Finance

FLSA Status: Exempt

Reports to: Finance Director

Effective Date: June 10, 2016

General Summary

Under the direction of the Finance Director/City Clerk, the Accounting Manager plans, directs, and manages the day to day activities of the Finance Department to include general accounting, utility billing, customer service, accounts payable, accounts receivable, payroll, purchasing, housing loans, debt service, and other systems as assigned.

Essential Functions/Major Responsibilities

- Performs a variety of professional accounting duties including account analysis, routine reconciliations and internal auditing.
- Assure accounting records are in balance with actual cash, investments, accounts receivable, deposits, etc. Prepare adjusting journal entries as needed.
- Assist in the planning, management and coordination of the City's financial accounting programs in accordance with the Budgeting, Accounting and Reporting System (BARS).
- Supervise maintenance of the general ledger, including development and maintenance of the chart of accounts, determination of proper account coding and provides technical assistance to Finance staff and other departments. Assure accounting records are in balance with actual cash, investments, accounts receivable, deposits, etc.
- Supervise the activities of staff responsible for carrying out the functions of utility billing and customer service.
- Assist in the City's cash management and banking activities.
- Develop, implement and enforce accounting policies, procedures and standards, and recommend changes to accounting procedures as needed.
- Supervise and maintain the fiscal integrity of the computerized financial system. Ensures changes in accounting requirements are correctly processed.
- Prepare the City's Annual Financial Report in accordance with the Budgeting, Accounting and Reporting System (BARS).
- Assist in the development of the City-wide budget and budgetary procedures.
- Assist the finance director, department heads and city manager in the strategy and formulation of proposals, costing, and negotiations with the City's various labor unions.

Accounting Manager Job Description

- Respond to special requests for financial data and analysis, and requests for information on proposed and current projects and programs.
- Assist in the preparation of monthly and quarterly financial reports.
- Annually updates the Indirect Cost Allocation Plan.
- Communicate complex financial information to a variety of audiences in writing and verbally in a clear and positive manner.
- Reconcile bank statements and subsidiary accounts to the general ledger on a monthly basis.
- Control issuance of City credit cards.
- Process City-wide travel request and issue per-diem.
- Assist employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
- Coordinate with the State Auditor during the audit of the City's financial records.
- Provide assistance and training to staff members in the use of accounting software systems.
- Work with the Finance Director to audit accounts payable transactions, reviewing checks issued for accuracy, authorization, and appropriate use of public funds.
- Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodologies and associated schedules.
- May act as the Finance Director in his/her absence.
- May need to attend an evening meeting as requested by the Finance Director.
- Perform related duties as assigned.

Job Scope

Position encounters recurring work situations with occasional variations from the norm. Job involves a moderate degree of complexity or difficulty. Operates from established and well-known procedures. Job tasks are performed independently and with minimal supervision. Work is normally checked or verified by the Department Head. Errors in work or judgment can affect the accuracy of financial reports, budgeting, or otherwise affect the image of City government. Decision making is done within City organization policy constraints and/or within broad interpretation of applicable laws, governmental guidelines, etc. Position has partial budgetary preparation/compliance accountability. Position is involved in strategic or operational planning at the departmental level.

Supervisory Responsibility

Supervision includes assignment and review of projects, providing assistance, evaluating performance, administering discipline, and making hiring, termination and pay change recommendations.

Accounting Manager Job Description

Interpersonal Contacts

Contacts are normally made with others both inside and outside of City government. Most contacts are made verbally and are with city residents, contractors, vendors, and other city employees and involve answering questions, providing information and referring to other city employees. Contacts are usually face-to-face, via telephone, or email. Contacts frequently contain confidential/sensitive information necessitating discretion at all times. Contacts are made on own initiative.

Specific Job Knowledge and Abilities

Knowledge of:

- the principles, practices and techniques of governmental accounting
- internal control standards
- government budgeting principles and practices
- financial analysis and projection techniques
- city organization, operations, policies, and objectives
- Vision Municipal Solutions Financial Software

Ability to:

- use independent, professional judgment to interpret laws and regulations, make sound recommendations and/or implement appropriate accounting mechanisms
- accurately assess financial system needs and implement procedures for efficient financial management
- prepare clear, concise, and comprehensive financial, statistical, and narrative reports
- perform complex financial, statistical, budgetary and cost analyses
- perform internal control checks
- use, understand, assess needs and implement complex automated financial information systems
- understand, interpret, and apply legal and financial documents, rules, and regulations
- perform a variety of mathematical and statistical calculations quickly and accurately
- maintain sustained attention to detail
- work under the pressure of rigid deadlines
- communicate detailed accounting information clearly and concisely
- work independently from general instructions and broad work expectations
- plan, organize and direct the work of administrative and professional employees
- organize work for maximum efficiency
- use discretion in all contacts.
- speak and read English and to communicate effectively both orally and in writing with diverse individuals and groups.
- make decisions based on sound judgment leading to logical conclusions.

Education and/or Experience

Associate of Arts degree in Accounting, Business Administration, Public Administration or related field plus a minimum of two years related job experience or equivalent education and/or experience.

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Job Conditions

Position performs a majority of work assignments in an office environment and often spends extended periods of time working with computers. Position performs extensive close work assignments and computer work. Work requires substantial time in addition to normal work schedule and evening meetings. Position works under constant time constraints/requirements. Position requires the ability to work on multiple projects/tasks within the same time frame. Comes into contact with distressed/irate customers.

APPROVED

Lance Hoyt, City Manager

Date