

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	F300
FLSA:	E
WC:	8810
PG:	514
EEO:	1

CLASSIFICATION TITLE: ACCOUNTING MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operations, staff, and resources of the Accounting Division within the City's Department of Finance. Work involves planning and performing multiple accounting functions related to general ledger, subsidiary ledger, debt, trial balances, cash, fixed assets, grant activity and other accounting functions. Assists in providing technical advice for budget development, purchasing approvals, and capital implementation. Responsible for fixed asset, cash drawers, and internal control auditing and reporting under the direct supervision of the Finance Director. Ensures departmental and agency compliance with the GASB, GAAP, and Federal and State Laws and Regulations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

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.

Reviews and reconciles the general ledger

Manages accounting activities and services including general ledger, cash management, and financial reporting.

Coordinates activities with accounts payable & receivable, revenue, debt & investments, and payroll.

Assures the integrity of the financial processes and procedures to meet compliance regulations and safeguard City assets.

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.

Monitors, reviews and approves daily, weekly, monthly and annual financial and budget activities.

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.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting or a related field; supplemented by five 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.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Requires knowledge of Federal and State laws and regulations regulating financial statements, government accounting and government finance. Requires thorough knowledge of City's administrative policies and procedures, contract administration, and the principles and practices of supervising staff and resources. Must be able to plan and manage monthly financial reports, bank reconciliations, annual audit, internal audits, cash receipting, fixed assets and grant accounting.

Data Utilization: Requires the 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.

Human Interaction: Requires the 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.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the 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.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, 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.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.