



respect - Communication - Integrity - Teamwork - family

ACCOUNTING MANAGER

DEPARTMENT/DIVISION: Finance

GRADE: M-4

GROUP: Non-Represented

FLSA STATUS: Exempt

EFFECTIVE DATE: August 1, 2015

SUMMARY

Under the general direction of the Finance Officer, this position is responsible for the supervision and training of technical and clerical support staff. Work includes the performance of advanced professional accounting work related to the preparation and maintenance of financial records including budget preparation and analysis, and the preparation and audit of financial statements. This position is also responsible for the financial internal controls of the City. Performs related duties as assigned.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Supervises, plans, organizes, assigns, reviews and evaluates the work of assigned technical and clerical support staff.

Reviews and analyzes departmental and city accounting procedures for conformance with laws, regulations and accepted accounting practices; recommends improvements to such procedures. Assesses risks in daily operations to ensure internal controls are in place to mitigate such risks. Works with the Finance Officer and Support Services Director to ensure appropriate internal control policies are developed and implemented.

Directs and assists with the preparation of financial statements, fiscal reports, monthly and year-end audit schedules.

Assists with the preparation of budget estimates and preparation of the annual budget document.

Reviews accounting documents to ensure accuracy of information and calculations and makes correcting entries.

Maintains expenditure and budgetary control accounts and records; reviews budget to actual spending for departmental and City funds.

Provides technical support to outside auditors and governmental program auditors.

Provides input into departmental budget and goal setting processes.

Completes accounting projects requested by the Finance Officer.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position. The employee in this position carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, directing work, evaluating performance, and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS

Education and/or experience:

Bachelor's degree (B.S.) from an accredited college or university in Accounting or related degree with emphasis on accounting and six (6) years of professional level accounting experience, which included two (2) years of supervisory experience. . Keyboarding/typing at 60wpm. Must be well-versed in Government Accounting and Auditing Standards and Microsoft Office applications including Excel, Word and Power Point.

Desired:

CPA, CMA, GFOA Certified Public Finance Officer and/or OMFOA Professional Finance Officer Certification Public agency experience

License/certifications:

Valid Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Modern management and supervisory principles and practices; principles, practices and terminology of general, fund and governmental accounting, auditing and budgeting; principles and practices of both internal and external audits; principles and practices of business data processing, particularly related to the processing of accounting and payroll information; applicable federal, state and local statutes and ordinances regulating public fiscal operation; auditing and reconciliation principles and methods.

Skill in:

Communicating complex information such as rates, charges, policies and procedures etc., to staff and the public in a personable and professional manner; supervising, planning, and coordinating the work of subordinate staff; analyzing, balancing, reviewing, interpreting and reconciling financial reports and transactions; ensuring proper authorization and documentation for disbursements and other transactions.

Ability to:

Make recommendations on the cost and effectiveness of projects; read and interpret documents such as financial reports, statements etc.; communicate effectively verbally and in writing; maintain and prepare records, reports and correspondence; operate a variety of appliances and equipment; establish and maintain effective working relationships.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and hear. The employee is frequently required to sit and reach with hands and arms, stand and walk.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is in an office environment with minimal exposure to health and safety hazards.

The noise level in the work environment is usually quiet to moderate in noise level.

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



