

ACCOUNTING MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for the activities of the Accounting division of the Department of Finance, whose work includes accounts payable, accounts receivable, utility accounting, investments, cash management, financial reporting and analyses. Incumbent works under the general direction of the Chief Financial Officer and oversees the work of the division through the supervisors of its three sections.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans, organizes, and directs the work of technical and clerical personnel engaged in accounting and bookkeeping activities. Studies, devises and installs revisions of system and forms to facilitate the production of accounting data and the control of receipts and expenditures. Reconciles accounting data with monthly summaries, certifies accuracy of financial statements, and analyzes future expenses to determine cash requirement needs. Confers with administrative personnel of different departments regarding interpretation of accounting policies, procedures and practices. Consults with independent auditors on accounting principles and procedures. Prepares special financial reports upon request of superiors in addition to required standard reports.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of governmental accounting principles, methods and budget preparation, including their application to public utility accounting.

Thorough knowledge of the applicable laws, regulations, procedures and processes governing the receipt, investment and expenditure of governmental monies.

Thorough knowledge of modern office practices, procedures, equipment and standard clerical techniques as applied to the maintenance of a governmental accounting system.

Considerable knowledge of the general principles of public utility finance administration and financial reporting.

Ability to concentrate for long periods, to interpret and analyze financial records in conducting fiscal analyses, and to make improvements in accounting procedures.

Ability to organize work tasks and to coordinate the work of various sections of the Accounting division.

Ability to develop clear, concise and complete oral and written fiscal reports.

Ability to learn and effectively use mainframe and personal computer spread sheets.

Ability to establish and maintain effective relationships with elected officials, subordinate personnel, and other persons contacted in performing duties.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in accounting and considerable experience in the installation and administration of governmental accounting systems at the professional level; or any equivalent combination of training and experience.