



JOB DESCRIPTION

TITLE: ACCOUNTING MANAGER
STATUS: FLSA Exempt
GRADE: 19

JOB SUMMARY:

The Accounting Manager manages a team of technical staff members, providing strategic and managerial leadership while also contributing to day-to-day functions of the Finance Department. The Accounting Manager is a member of the Department's Leadership Team responsible for helping the Department to achieve its mission, vision and goals.

The Accounting Manager is responsible for performing and overseeing financial accounting functions, maintaining financial accounting records, coordinating reporting requirements, and overseeing the day-to-day operations of the accounting group.

REPORTING RELATIONSHIPS:

This position reports to the Finance Director. This position supervises the Accountant, Payroll Accountant, and the Finance Technician II (Accounts Payable).

ESSENTIAL DUTIES include the following.

- Supervises staff; hires, trains, assigns and monitors work; evaluates performance and makes disciplinary recommendations; ensures effective operation of the department;
- Develops individual training plans for staff with the goal of improving skills and knowledge of staff for future growth opportunities;
- Manages the day-to-day accounting and cash management activities of the accounting staff. Supervises accounting staff to ensure smooth functioning and meeting of deadlines for payroll, accounts payable, general ledger maintenance, financial reporting and controls;
- Institutes controls for accounting functions throughout the organization and ensures proper segregation of duties is maintained to prevent and detect fraud. Designs, installs, and maintains internal control systems throughout the organization. Develops, implements and enforces accounting policies and procedures and standards;
- Attends, represents, and makes presentations at Board of Commissioners, professional meetings, and conferences as required;
- Creates management tools that effectively monitor accounting processes;
- Implements a month-end and year-end financial close process and monitor for compliance;
- Administers core modules of the automated financial system;
- Ensures compliance with Generally Accepted Accounting Principles and practices, and Internal Revenue Service regulations. Assures that the District's accounting and purchasing activities are performed in accordance with local, state and federal laws, regulations and standards;
- Prepares annual financial risk assessment and recommends internal control improvements to the Finance Director;
- Reviews invoices, monthly journal entries, payroll journal entries, and the inventory ledger system to ensure accuracy;
- Oversees accounts payable and miscellaneous accounts receivable processing;
- Oversees payroll preparation and processing;

- Manages cash with District's bank as well as the general ledger system, and subsidiary ledgers;
- Manages fixed assets for the District ensuring ledgers are up to date and appropriate depreciation expenses are taken;
- Prepares and reviews year-end adjusting journal entries and reconciliation or supporting schedules;
- Assists in preparation of the financial statements and other compliance reporting within legal deadlines and current standards;
- Assists in annual state audit as key District liaison; and
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Supervision, management, and leadership;
- Generally Accepted Accounting Principles (GAAP);
- Standards issued by the Governmental Accounting Standards Board (GASB);
- Budgeting, accounting, reporting system (BARS);
- Municipal or other local government finance operations best practices and the implementation of internal controls;
- Various finance related computer software;
- District procedures and policies;
- Applicable laws, regulations, and procedures; and
- Supervisory theory and practice.

Skill in:

- Working as a member of a management team pursuing overall organizational goals;
- Team building and ability to attract and retain qualified staff;
- Developing and implementing goals, objectives, practices, policies, procedures, and work standards;
- Accounting;
- Financial analysis;
- Using office equipment such as phones, copiers, computers, calculators and fax machines; and
- Communication, both written, and oral and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be five years progressively responsible experience in accounting performing financial reporting tasks and projects and a Bachelor's Degree in Accounting, Finance, or related field. Knowledge of, and experience in, water and wastewater systems and municipal financial experience is a must. Supervisory experience is required. A Certified Public Accountant (CPA) designation is preferred.

WORKING CONDITIONS:

Duties are primarily performed in an office environment with some travel to worksites throughout the District. May require travel outside the District for training purposes.

PHYSICAL REQUIREMENTS:

This position typically requires balancing, reaching, walking, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Created: December 2021

Approved by Board: January 17, 2022