

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ACCOUNTING MANAGER

General Functions:

Manages cash, investments, assessments, journal entries and general ledger. Includes interaction with other departments, city staff and the public. Designs, recommends, evaluates and implements new accounting systems and internal control policies and procedures. Coordinates, trains, supervises and evaluates the accounting staff.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Assists the Chief Financial Officer and Deputy Chief Financial Officer in analyzing complex data, conducting special studies, and ensuring adherence to City policies and other pertinent laws or regulations. Coordinates, trains, supervises and evaluates the work and performance of accounting staff.
4. Analyzes and prepares financial reports; gathers historical and statistical data; prepares costs and revenue reports; audits accounting records and prepares and maintains other financial reports ensuring compliance with City policies and other pertinent laws and regulations.
5. Prepares and compiles the comprehensive annual financial report (CAFR). Responsible for coordinating, overseeing and participating in the annual audit: prepares audit work papers; drafts financial statements and answers questions by the auditors about the City's accounting and financial affairs.
6. Initiates various types of accounting projects and reports; ensures that revenues are collected in a timely manner and reviews financial activity relative to the City budget to ensure that the City is in compliance with Oregon Budget Law.
7. Compiles, enters and classifies data from various sources to make summary reports; reviews data to determine significant trends. Verifies summaries against source documents in accordance with established formulas, equations and

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technical data. Prepares reconciliation sheets and maintains accounting records according to established accounting and bookkeeping methods.

8. Calculates, posts and verifies data to produce regular or special billings; balances reports and other records.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education

- i) Graduate of a four (4) year college with a degree in accounting, finance, or business administration. CPA required.
- ii) Requires a minimum of four (4) years of audit, general accounting, report preparation, and computerized systems experience. Desirable to have experience or training in governmental accounting and the use of word processing and computer spreadsheets. Working knowledge of a mainframe financial system.
- iii) Requires a minimum of two (2) years in a supervisory role.

b) Training:

- i) Any satisfactory equivalent combination of education, experience, and training which ensures the ability to perform the work may substitute for the above.
- ii) Specialized skills and abilities to perform the job include the skill and demonstrated ability to patiently communicate and well developed verbal and written skills to exchange technical or complex information. Demonstrated ability to read, interpret, and implement written rules, procedures, professional guidelines, and laws.

2) Supervision:

Received: Work is performed highly independently under the general direction of the Chief Financial Officer and Deputy Chief Financial Officer given broad policies and assigned activities. Work is reviewed for effectiveness, results obtained, and conformance with established rules and regulations.

Exercised: Requires excellent communication and supervisory skills that demonstrate the ability to effectively and collaboratively supervise staff to meet the operational needs of the City and the Finance Department.

3) Communication:

Relationships that must be maintained with organizations outside the City include: direct communications with LGIP, communication with banks to maintain checking accounts and investment records; vendors in reconciling accounts and for information requests. Must communicate with auditors, during audit and financial statement preparation; with lawyers, regarding collections and foreclosures; and with other governmental entities.

Has frequent communications with all departments to request and provide information concerning financial matters.

May interact with the City's residents regarding water billings. Assesses and rescinds fees and takes other actions necessary to resolve problems when implementing City policies and procedures. Occasionally provides information to City Council members.

Is entrusted with confidential and sensitive financial, personnel, and payroll information.

4) Cognitive Functions:

Work is governed by written City and departmental policies, procedures, and ordinances, plus accounting principles and federal, state and county laws.

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Has responsibility to develop and coordinate implementation of a variety of policies, procedures, systems, and methodologies. Errors made could result in a lawsuit and loss of public trust and credibility.

When implementing accounting principles, ordinances, statutes or new policies and procedures, an employee in this position needs to recognize and resolve problems.

May perform duties of the Chief Financial Officer or Deputy Chief Financial Officer in their absence.

5) Working Conditions:

Normal office work environment.

Work schedule is usually normal business hours. Additional evening and weekend work hours may be required.

6) Resource Accountability:

Must safeguard and maintain financial records of all city assets.

Maintains all accounting records, including: general ledger; budget; subsidiary ledgers; financial statements and audit papers.

The job classification does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.