

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ACCOUNTING MANAGER

Department: Finance	FLSA Status: Exempt
Employee Group: Management and Confidential	Salary Grade: 22
FTE Status: Full Time	Date: January 2019

General Functions:

The Accounting Manager manages the general operation of the finance, budget and accounting functions; supervises the accounting staff; and acts as Finance Director in the Finance Director's absence.

The Accounting Manager receives administrative direction from the Finance Director and exercises direct supervision over professional, technical and support 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 Finance Director 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.

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6. Coordinates the compilation of the citywide budget: develops and communicates administrative procedures; coordinates distribution of reports and forms; reviews and analyzes budget proposals; and makes recommendations to the Finance Director on departmental requests.
7. 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.
8. 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 technical data. Prepares reconciliation sheets and maintains accounting records according to established accounting and bookkeeping methods.
9. Supervises accounting staff to ensure City goals and objectives are met schedules, assigns and reviews work; makes hiring decisions; conducts performance reviews and provides training and development.
10. 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) Requires a Bachelor's Degree in Accounting or Public Finance from an accredited four (4) year college or university and a minimum of five (5) years of technical accounting experience including a minimum of two (2) years supervisory and managerial experience, and two years of experience in municipal accounting. CPA or equivalent professional qualification, preferred. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may be substituted for the above.

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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: Works under the general direction of the Finance Director who establishes broad policies and assigns specific tasks. Independence of method and process is stressed with accountability for results.

Exercised: Oversees the supervision of clerical, technical and para-professional staff in the Finance Department.

3) Communication:

Relationships maintained outside the City include: direct communications with LGIP; software providers; bank officers; auditors, related entities and state and local agencies.

Must communicate with department managers, making complex fiscal information easily understood.

Must be an instrumental part of the City's management team, actively participating in addressing a variety of issues with an emphasis on excellent customer service.

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

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4) Cognitive Functions:

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

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 Finance Director 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.

Employee Signature

Date