

City of Morrow

Job Description

JOB TITLE: ACCOUNTING MANAGER

STATUS/GRADE: EXEMPT / 42

DEPARTMENT: ADMINISTRATION

JOB SUMMARY: This position is responsible for assisting with core financial functions and administration within the administration department. Duties may include assistance with budget preparation, payroll, accounts payables and receivables, internal auditing, and financial record keeping.

MAJOR/ESSENTIAL DUTIES:

- Schedules, assignments, inspections, and evaluation of work; instructs and trains in correct methods and procedures; monitors work of financial duties on a daily basis.
- Follows methods and procedures for all financial accounts as instructed.
- Maintains the accounting, computer and budgetary systems which provide control of expenditures within all applicable guidelines, rules, regulations, legal constraints and budgetary controls.
- Provides information to the independent auditors in the annual audit of City financial transactions as instructed.
- Assists in developing and implementing long range goals, objectives, organizational structure and overall financial direction of City departments.
- Provides assistance to department staff and departments in the preparation and presentation of the City's annual budget, financial audit reports, revenue administration and treasury management, implementation of auditor recommendations, and development of City wide policies and procedures.
- Prepares and reviews monthly, quarterly and annual reports as directed by the Administration Director or City Manager.
- Researches financing options for the City as needed and instructed by Administration Director and City Manager.

- Reviews the general ledger system for proper entries and compliance with State and Federal regulations; prepares necessary reports.
- Assist with the development of annual department operating budgets; assists in monitoring approved budget.
- Approves invoices for payment and be able to allocate cost allocations to individual departments.
- Trains staff on changes in regulations, information systems and general accounting principles as related to each function within the Administration Department, as needed.
- Under the direction of the Administration Director implements and installs all changes to the financial reporting system, as required.
- Ensures accurate and timely monthly, quarterly and year end close.
- Performs forecasting activities.
- Under the direction of the Administration Director assists in development and implementation of new procedures and features to enhance the workflow of the department.
- Under the direction of the Administration Director is responsible for inter-company audit supervision, control and reconciliation.
- May represent the City at various functions including community functions and business meetings with other organizations.
- Explains and enforces City policies and procedures regarding finances.
- Manages payroll for the City in accordance to standard payroll policies and practices.
- Performs other related duties as assigned, necessary or required.

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION:

- Public accounting, utility accounting, fixed assets accounting, finance, budgeting and auditing principles, procedures and techniques.
- Principles and practices of public financial administration, including budget preparation.
- Statistical methods, techniques and financial report preparation.
- Computerized financial system design and analysis

- Principles and practices of fund investing procedures and cash management.
- Administrative practices and principles including goal setting, program budget development and implementation.
- City ordinances, City investment policies and bond agreement, property tax allocation, sales and use tax, Federal and State payroll taxes and laws governing local government.
- Ability to multi-task, work under pressure and meet deadlines required.
- General office procedure, policies and equipment; and groups.
- Must be able effectively work with staff and public.
- Must be able to communicate both verbally and in writing.

SUPERVISORY CONTROLS: This position is under the direct supervision of the Administration Director.

GUIDELINES: This position uses the City Personnel Rules & Regulations, Comprehensive Safety & Loss Prevention Control Program, City Charter, Ordinances; Local, State and Federal Laws (including IRS regulations); recognized audit, payroll, and accounting guidelines and regulations as references.

COMPLEXITY: This employee is required to learn and understand information from routine to very complex, involving the need for extensive research, decisions considering many different sources, and detailed communication. Employees in this position must be able to make independent responsible judgments quickly and accurately. This position must be able to maintain calm in emergency situations and maintain confidentiality.

SCOPE AND EFFECT: Requires the ability to compare and/or judge the readily observable, functional, financial, structural, or compositional characteristics of data, people, or things.

PERSONAL CONTACTS: Contacts will be with City employees, Department Heads/Managers, City Manager, occasionally Mayor and Council, financial institutions, vendors, contractors, and the general public.

PURPOSE OF CONTACTS: Requires the ability to deal with people beyond giving and receiving instructions. This position must be able to listen, instruct, direct, and persuade contacts. They must be adaptable to performing in stressful situations when confronted with contingency and/or non-routine situations.

PHYSICAL DEMANDS: This position must be able to work sitting, walking, standing, bending, stooping, pushing, or pulling, for both short and long periods of time. This position must be able to work at a computer, reading and interpreting reports and procedures and be able to talk/listen on the phone or equivalent devices.

WORK ENVIRONMENT: This work is typically performed while sitting at a desk listening, typing and talking on the phone with intermittent standing, walking, bending. This position may be exposed to inclement weather and construction sites while doing field work.

SUPERVISORY RESPONSIBILITIES: This position may supervisory responsibilities over staff as determined by the Administration Director and/or City Manager.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in ,Accounting, Business Administration, Public Administration or related field; related experience preferred in municipal government; equivalent combination of education and experience.
- Three (3) to five (5) years experience in General Accounting position, preferably with a government.
- Knowledge of Accounting software: Smithdata - QS1 & Quickbooks.
- Valid Georgia Driver's License
- Acceptable Motor Vehicle Report (3 years)

PREFERRED QUALIFICATIONS:

- CPA Certification
- Proficient in Microsoft Office Suite