

ACCOUNTING MANAGER

SUMMARY:

Under general direction, manages the recording and updating of financial transactions in the City's general ledger, accounts payable, payroll and fixed assets system; supervises professional and clerical accounting staff; oversees the preparation of the City's annual financial report; coordinates the annual external audit; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Sets work priorities, supervise, motivate and evaluate the work of assigned staff.
2. Evaluates workload, assignments, and resolves interpersonal conflicts among staff.
3. Reviews all non-standard manual journal entries prior to posting to the general ledger for reasonableness, correctness of format and authorization.
4. Reviews monthly balance sheets and other financial reports for correct use of accounts, unusual balances and overall reasonableness.
5. Sets up and monitors work schedules for year-end closing, annual external audit and Financial Report.
6. Participates in the set-up and testing of new financial applications and upgrades of existing financial applications.
7. Reviews and analyzes financial reports to determine the City's current financial position.
8. Reviews current procedures and work processes. Make revisions to procedures and processes to improve customer service and operational efficiency.
9. Resolves procedural issues within the division, between accounting and other divisions or within the accounting system.
10. Analyzes complex accounting transactions and determines proper way of recording such transactions.
11. Oversees month-end closing to include analyzing information, assigning resources, and setting closing schedule.
12. Monitors the progress of the accounts payable, payroll and fixed asset functions to resolve problems or respond to questions as they arise.
13. Meets with representatives of other departments to determine their need for financial information. Determines how the accounting division can meet their needs.
14. Responds to questions from department representatives on how to use financial applications, proper procedures for processing information and/or to provide general accounting information.
15. Analyzes the impact of GAAP, GASB and FASB pronouncements on the City's financial reporting system.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of GAAP (Generally Accepted Accounting Principles).
- Knowledge of GASB (Government Accounting Standards Board) and FASB (Financial Accounting Standards Board).
- Knowledge of integrated database software to run financial applications.
- Knowledge of Federal, State and local laws governing financial reporting.
- Knowledge of supervisory principles and practices.
- Knowledge of internal control procedures and practices.
- Skill in using general office equipment such as telephone, fax, printers, copiers, and calculators.
- Skill in preparing financial reports, budgets and performing detailed analysis of financial reports.

- Skill in using computer applications such as word processing, spreadsheet and database programs

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- Skill in setting up and maintaining complex accounting systems.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to sit, talk and hear, use the hands, occasionally stand, walk, and reach with hands and arms and perform other similar actions during the course of the workday. The City of West Palm Beach promotes a drug/alcohol-free work environment through the use of mandatory pre-employment drug testing.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or a university with a major in Accounting, Finance, Business Administration, or related field. Must be a Certified Public Accountant, or a Certified Government Finance Officer. Must have five (5) years accounting, auditing, or finance experience including three (3) years of state or local government financial administration. Experience in state or local government auditing may be substituted for local government financial administration. Three (3) years of high level supervisory experience required.