



City of Casa Grande

Accounting Manager

GENERAL PURPOSE: With limited direction, performs a variety of managerial level financial duties. Work is governed by broad instructions, objectives and policies requiring the exercise of considerable initiative and independent, analytical judgment.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees general ledger accounting, accounts receivable, accounts payable, fixed assets and financial reporting by establishing goals, objectives, measures and establishing written policies and procedures
- Actively participates in the planning, implementation and evaluation of all financial processes and assists with the development of strategies and alternatives that focus on continuous improvement, innovation and change
- Ensures internal and external financial reporting, the recording of general ledger, accounts receivable, accounts payable, and fixed asset accounting transactions are complete, accurate and timely
- Assists departments in accessing, utilizing, understanding and analyzing financial and non-financial information
- Performs reconciliations of financial information and reviews the general ledger for unusual postings and transactions
- Manages the audit by interacting with external auditors, preparing subsidiary and/or reviewing audit schedules, preparing financial information, accompanying notes, financial highlights, abbreviated financial statements, charts, graphs, supplementary information and statistical data
- Advises management, departments and divisions on proper accounting treatment, financial policies, and procedures; and, ensures internal controls are effective and efficient to safeguard assets
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies
- Researches and answers finance and accounting questions. Provides information to the City Council, residents, senior management, staff and outside agencies, upon request
- Performs other duties as assigned or required

SUPERVISION EXERCISED: Exercises direct and indirect supervision over professional, technical, clerical and administrative staff.

JOB DESCRIPTION ACCOUNTING MANAGER

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelors' Degree from an accredited college or university with major coursework in finance and accounting. Five-year's of hands on finance and accounting experience, with at least two years of management, supervisory or lead experience. An equivalent combination of education and experience may be substituted.

Public Accounting or internal audit experience is preferred. Master's degree or certification as a Certified Public Accountant (CPA) is highly desirable.

Knowledge of:

- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and, Generally Accepted Accounting Principles (GAAP)
- Government Finance Officers Association (GFOA) standards, recommended practices and policies
- Rules and regulatory reporting requirements related to Public Sector financial management
- Principles, methods, objectives, and practices of municipal finance and accounting systems
- Federal, state and local laws, and regulations applicable to governmental accounting

Skill in:

- Enterprise resource planning financial systems and Microsoft Office products
- Researching, analyzing, and applying accounting standards, established policies and procedures, applicable Federal, State and City rules, regulations
- Establishing and maintaining effective professional working relationships with employees, officials, other agencies and the general public

Ability to:

- To manage sensitive situations and information
- Focus on continuous improvement, automation, innovation and change
- Effectively analyze, quantify, research and communicate financial and non-financial topics
- Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation and grammar
- Provide superior customer service for both internal and external customers
- Handle multiple projects simultaneously and prioritize work assignments
- Work independently and as part of a team

Special Requirements: None.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.