



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 and evaluative 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.*

- Ensures accounting, payroll, accounts payable, utilities, fixed assets and financial reports are performed in an accurate and timely manner and that the departments of the city are able to access, utilize and understand any information they need in the most efficient manner.
- 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.
- Manages accounting, accounts payable, utilities and payroll by establishing goals, objectives, measures and establishing written policies and procedures.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements disciplinary procedures as needed.
- Reconciles and audits financial information by preparing subsidiary schedules for general ledger, interfacing with auditors and reviewing the general ledger for unusual postings and transactions. Ensures that all sub-ledgers are consistently and accurately updated to the general ledger. Establishes on-going reconciliation processes.
- Advises management, departments and divisions on accounting problems, policies, and procedures; assist in the maintenance of proper internal controls to ensure the safeguard of City assets.
- Researches and answers financial, utility and accounting questions. Provides information to citizens, senior management and staff from other cities 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:**

Bachelor's Degree, Master's Degree preferred, from an accredited college or university with major coursework in finance, accounting or the core functions of this position, and five-year's experience in governmental finance and accounting administration, including two years of management or supervisory experience; OR an equivalent combination of education and experience. Certification as a Certified Public Accountant (CPA) is highly desirable.

#### **Knowledge of:**

- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements;
- Generally accepted accounting and auditing principles related to Public Sector financial management;
- City organization, operations, policies and procedures.
- Principles, methods, objectives, and practices of municipal finance and accounting systems;
- Federal, state and local laws, and regulations applicable to governmental accounting;

#### **Skill in:**

- Computerized financial systems, Microsoft Office products to include excel spreadsheet software applications.
- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal, State and City rules, regulations, policies and procedures.
- Understanding and diplomatically managing politically sensitive situations.
- Establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.

#### **Ability to:**

- 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.*