

**CITY OF WEST COLUMBIA, SOUTH CAROLINA
JOB DESCRIPTION**

JOB TITLE: ACCOUNTING MANAGER

GENERAL STATEMENT OF JOB

Under the direction of the city treasurer, plans, supervises and reviews the work of other employees engaged in the preparation and maintenance of financial records for various city accounts and funds. Supervises accounting activities related to fund accounting, fixed-asset accounting and grant accounting as assigned. Reviews, reconciles and approves journal entries. Analyzes and evaluates financial accounting departments, records and accounts. Prepares accurate and timely financial records and performs related duties as assigned.

The accounting manager is at the advanced skill level in the Finance Department and is responsible for supervising the work of one or more functions of professional and accounting support staff. The accounting manager performs complex professional accounting in the areas of general accounting, fund accounting and auditing. The accounting manager works with limited supervision and exercises independent judgment to ensure employees complete assigned tasks and responsibilities in accordance with established policies, procedures and objectives. Reports to the city treasurer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Organizes, assigns, schedules, supervises and evaluates the work of finance staff and with staff, develops, implements and monitors work to achieve objectives.

Provides input to the annual departmental budget; processes purchases and other expenditures in accordance with city procedures and monitors department performance against the annual budget.

Participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards; prepares and maintains a variety of records and reports.

Interviews and participates in selecting new finance staff; supervises and evaluates staff performance; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching and mentoring for performance improvement; recommends performance recognition when warranted; and with management concurrence, implements the progressive discipline process to address performance deficiencies.

Provides day-to-day leadership; works with staff to ensure a high-performance, customer service oriented work environment which supports achieving the city's and department's mission, objectives and values regarding teamwork, mutual trust, and respect; applies best practices and quality assurance processes to assigned areas of responsibility; enforces the maintenance of safe working conditions and ensures safe work practices are followed by staff.

Assists with developing policies, procedures to enhance the city processes and internal controls.

Performs the more complex accounting, financial, and statistical analyses; prepares, reviews, and approves financial documents and transactions in accounting systems, budgets, and budget transfers; creates and reviews complex billing statements and invoices; stays abreast of changing regulatory and financial reporting requirements.

Supervises the processing of all city invoices, including the verification of account numbers, proper documentation, authorizations, and purchase order maintenance; supervises the processing and recording of all accounts receivables.

Reconciles and/or supervises the reconciliation of the city's bank accounts to ensure the integrity of the accounts and to safeguard against fraud and misappropriation.

Reviews and ensures appropriate internal controls for areas of responsibility; monitors and takes action to require compliance with internal controls and city policies and procedures; as necessary, recommends changes to achieve better control and/or to improve the efficiency of functional processes in areas of responsibility; explains changes in policies and procedures to staff of city departments; may develop and provide training on internal controls to city departments as needed.

Acts as liaison between city staff, county, water customers, banks, vendors and credit card agencies on accounting discrepancies and operational concerns; resolves issues or escalates to the city treasurer.

ADDITIONAL JOB FUNCTIONS

Performs other duties as assigned and provides assistance to other employees and departments as needed.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree from an accredited four (4) year college or university with a major in business administration, finance or accounting and five (5) years of progressively responsible experience in professional accounting, of which at least three (3) years have been in a governmental or public accounting environment or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Certified Public Accountant certificate is preferred or ability to obtain CPA certification in the future.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

The accounting manager must have knowledge of: principles, practices and terminology of general and enterprise accounting, including financial statement preparation, financial control, and reporting methods, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) accounting standards and requirements applicable to municipalities; internal control and audit principles and practices; budget principles and terminology; cost accounting methods and procedures; laws and regulations relating to the financial administration of the municipality, including; auditing principles and practices; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; and principles and practices of effective supervision.

Physical Requirements: Must be physically able to operate a variety of automated office machines including telephone, typewriter, calculator, computer, etc. Must be physically able to exert up to twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Work involves sitting most of the time but also involves walking or standing for long periods of time. Must be able to lift and/or carry weights of thirty to fifty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and direction to co-workers and assistants.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare budget reports, proposals, grants, and correspondence using the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before an audience with poise, voice control and confidence. Requires an extraordinary command of the English language as necessary in doing detailed report writing and data analysis. Must be able to communicate clearly and concisely, in a manner that is easily understood by a varied audience.

Intelligence: Requires the ability to apply principles of rational systems such as accounting, effective writing and speaking in order to collect data, establish facts, draw valid conclusions, solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of information furnished in written, oral, diagrammatic, or schedule form. Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; utilize geometric formulas and calculations; make statistical applications and calculations; add and subtract totals; multiply and divide; determine decimals and percentages; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in using automated office equipment. Requires the ability to operate motor vehicles. Must possess or be able to acquire a valid SC driver's license.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of colors.

Interpersonal Temperament: Has the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words; hearing – perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: The accounting manager must be able to plan, supervise, assign, review and evaluate the work of employees engaged in professional accounting and accounting support; prepare clear, concise, and complete financial documents, statements, and reports; define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies; communicate effectively, both orally and in writing; understand, interpret, explain, and apply applicable laws, codes, and ordinances; represent the city effectively in dealings with other employees, state and county employees, vendors, and the public; present proposals and recommendations clearly, logically, and persuasively; maintain and ensure the integrity of sensitive and confidential information; operate a computer and use standard business software and a variety of complex computer software programs and databases related to area of assignment; use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people; and establish and maintain effective working relationships with all those encountered in the course of work.

Quality of Work: Maintains high standard of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all city departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities.” Performs other related work as required.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, city policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to city policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgments in areas of responsibility. Identifies problems or solutions as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with city policy or procedures, etc.

Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the city.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and city benefit. Contributes to maintaining high morale among all city employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the city and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the city. Emphasizes the importance of maintaining a positive image with the city. Interfaces effectively with higher management, city administrator, other professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work, and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the city and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.