

# ACCOUNTING MANAGER

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Position Code: 3010

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 359

Location: Finance

Approval Date: 2023

## **General Statement of Duties**

Performs difficult professional and administrative work in the financial activities of the Town.

## **Distinguishing Features of the Class**

An employee in this class manages the disbursement and accounting of revenues and expenditures for the Town. Work involves management of general revenue collections, accounts payable, and payroll operations; and preparation of various financial documents and reports related to the Town's financial condition, budget, and related issues. The employee performs various financial analyses and prepares a variety of financial reports. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the Deputy Finance Director of Accounting Services.

## **Duties and Responsibilities**

Performs accounting, financial reporting and analysis, and approves disbursement of Town funds.

Reconciles subsidiary ledgers to the general ledger.

Prepares journal entries and posts to general ledger.

Prepares monthly calculation and submission of sales and use tax.

Assists the auditors during the Annual Comprehensive Financial Report (ACFR) of Town financial records; follows up on findings to improve financial systems.

Assists the Deputy Finance Director in the written preparation and review of the ACFR and all supporting documentation.

Posts budget transfers and amendments, and reviews and audits budgetary accounting entries.

Processes monthly debt payments and compliance with debt requirements.

Responsible for the effective supervision and administration of the Accounting Division including selection, training, performance management, employee relations, prioritizing and assigning work to those in Accounts Payable, Payroll, and Cash Management roles.

Oversees proper maintenance of the financial accounting system and works with the Budget Division to support changes to the general ledger.

Prepares a wide variety of financial reports requiring various analyses.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Comprehensive knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Comprehensive knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment.

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Thorough knowledge of leadership techniques, principals, and procedures to assign work, schedule, supervise, train and evaluate staff.

## **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 20 pounds of force occasionally; 10 pounds frequently and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to work with data and figures, handle accounting processes, operate a computer, and do extensive reading.

## **Minimum Education and Experience**

Degree in accounting or business from an accredited four-year college or university and five to seven years of experience in public finance administration; or an equivalent combination of education and experience, including two to three years of supervisory experience.

## **Special Requirements**

Preference will be given to Certified Public Accountants.