

ACCOUNTING OPERATIONS MANAGER

General Statement of Duties

Performs professional and managerial work in complex accounting and financial operations including financial records, accounts receivable, payroll, accounts payable, purchasing and grants administration.

Distinguishing Features of the Class

An employee in this class maintains the Town's financial operations and central accounting system and assists with the preparation of the annual budget ordinance and subsequent amendments. Work is performed in accordance with the following: 1) Generally Accepted Accounting Principles per GASB, FASB and AICPA; 2) established Town finance policies and procedures; 3) the Local Government Budget and Fiscal Control Act; and 4) state statutes governing financial operations and investments. Work requires strong management, organization, and accounting skills. Work is performed with considerable independent judgment under the general supervision of the Finance Director and is evaluated through meetings, reports, and the results of independent audits of financial records.

Illustrative Examples of Work

Maintains the Town's central accounting system, including the creation of new account line items and new funds.

Responsible for the direct leadership and management of the Accountant and indirect management of the Accounts Payable, Purchasing/Grants Administrator and the Accounts Receivable/Payroll Accounting Technician.

Project cash flow, review the maintenance of the Investment Summary Report that transactions not interfaced into the accounting software. Perform wire transfers as needed for disbursements and invest idle funds upon the direction of the Finance Director.

Create, review and analyze financial statements for accuracy; investigates and resolves discrepancies of accounting records and financial statements.

Review and approve manual journal entries for transactions not directly interfaced with the Town's Accounting system such as earned interest, banking fees, wire transfers, and ACH transactions for payroll obligations, withholding taxes, retirement, grants, etc.

Oversee the recording of transactions into the Central Depository Report (CDR) to ensure accuracy in the reconciliation of the monthly banking statement. Review various reports such as the CDR, the monthly investment summary report, rent on town property summary, and bond summary.

Review accounts receivable general ledger entry and batch reports to ensure accurate reconciliation with all payment receipts.

Perform calendar year end and fiscal year end processing and reporting for payroll, accounts payable, receivables and fixed assets.

Oversee the accounts payable functions including cash disbursements, encumbrances, and posting to the general ledger.

Review the reconciliation of ad-valorem tax collection summary reports to the wire transfers to the investment accounts. Review manual tax journal entries.

Oversee the fixed asset program for the town, including creating all funds, accounts and codes. Manage, train and oversee staff assigned to maintain the asset system. Create and post asset depreciation journals.

Reconciles monthly bank statements for various accounts.

Assists the Finance Director and Town Manager in the preparation of the annual budget. Provides budget projections and historical revenue estimates.

Researches and prepares required budget amendments; prepares budget worksheets; posts budget ordinances and amendments.

Manage the independent auditor of the Town's financial records. Prepare reports and schedules for the Town's Comprehensive Annual Financial Report (CAFR).

Assume responsibilities of the Finance Director for Departmental operations and functions in his absence.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires extensive knowledge of the theory, principles, methods and practices of accounting, budgeting, project management, grant control and purchasing, as they apply to municipal government.

Work requires extensive knowledge of the laws, ordinances and regulations governing municipal financial matters.

Work requires thorough knowledge of modern office methods, practices and equipment.

Employee must have the ability to prepare complex financial reports and records.

Employee must have the ability to prepare informative financial reports.

Employee must have the ability to establish and maintain effective working relationships with others.

Experience with a governmental financial software package is desirable.

Physical Requirements

Must be able to physically perform the basic functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects.

Worker must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, take transcription, operate a computer terminal, and read extensively.

Desirable Education and Experience

Bachelor's degree in accounting or a related field with extensive experience in public sector accounting and considerable supervisory experience, or equivalent combination of education and experience.

Prefer a CPA or CLGFO.

Fair Labor Standards Act (FLSA) Status

Exempt

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