

ACCOUNTING OPERATIONS MANAGER GRADE 24

CITY OF SANIBEL Job Description

Job Title: Accounting Operations Manager, Grade 24
Department: Finance
Reports To: Finance Director
FLSA Status: Exempt
Union Status: Non-Union
Prepared By: Jim Isom, Administrative Services Director
Prepared Date: January 17, 2013
Approved By: Sylvia Edwards, Finance Director

SUMMARY

Under the general direction of the Finance Director, is responsible for the maintenance of the City's accounting records in accordance with generally accepted accounting principles, accounting for the collection of revenues and associated accounts receivable, the disbursement of bond payments, the calculation and recording of depreciation and amortization, maintaining customer files for responsible funds, safeguarding and accounting for the City assets through the collection of revenues and associated accounts receivable, the disbursement of expenditures and associated accounts payable, preparation of annual financial statements, management of insurance and loss control programs, payroll operations, commercial and business tax receipts, and preparing special financial studies, surveys or reports required by the City. Performs a wide variety of professional and complex work relating to coordinating and preparing the City's operating and capital budgets, including revenue projections, preparing budget amendments for City Council action, working with City Council appointed budget committees and analyzing and reporting the financial ramifications of program proposals. Assists in preparing the Comprehensive Annual Financial Report (CAFR) of the City in compliance with the accounting requirements promulgated by the Governmental Accounting Standards Board (GASB). Performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises office staff in the performance of work involving professional accounting and general fiscal duties relating to accounts payable, payroll, financial reporting, disbursements and reconciliations.
- Assists in reviewing financial procedures used in the City.

ACCOUNTING OPERATIONS MANAGER CONTINUED:

- Manages the insurance and loss control programs.
- Responsible for administering pension benefits program and financial reporting including filing of reports and actuarial data.
- Reconciles all investment and bank accounts.
- Prepares the operating and capital budgets, including revenue projections, preparing budget amendments for City Council action, working with City Council appointed budget committees and analyzing and reporting the financial ramifications of program proposals.
- Assists the Director in preparing the CAFR in accordance with GASB standards.
- Prepares end of month and end of year reports.
- Conducts specialized studies or surveys pertaining to fees set by the City.
- Performs other special projects or studies required by the City.
- Responsible for annual business tax receipts relative to annual renewals, issuing, approvals, transfers and file maintenance.
- Assists the Finance Director in reviewing all revenues and expenditures against budget projections and allocations; assists in determining appropriate actions where discrepancies occur.
- Supervises the weekly pre-audit of Accounts Payable Vouchers and Disbursements.
- Supervises the recording and accounting of the fixed asset inventory.

SUPERVISORY RESPONSIBILITIES

Directly supervises 4 employees involved in accounts receivable, payroll and payable operations. Carries out supervisory responsibilities in accordance with the Department's policies and applicable procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or

ACCOUNTING OPERATIONS MANAGER CONTINUED:

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelors Degree in Accounting from an accredited college or university, Master's Degree preferred, supplemented by six (6) years related experience and/or training; or an equivalent combination of education and experience. Exceptional computer skills with Microsoft Office 2010, Word, Excel and PowerPoint are essential.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Florida Statutes affecting governmental financial operations

Knowledge of governmental accounting standards and financial reporting

Knowledge of the principles, practices, methods and terminology used in public budgeting and accounting

Knowledge of the principles and practices used to develop financial projections, both short and long-range

Knowledge of the techniques and procedures used in analysis and financial research

Knowledge of the principles and practices of organization, management and service systems of a public agency

Knowledge of modern computer applications and is able to adapt to new software packages as necessary

Ability to prepare, analyze and monitor the budgets of a public organization

Ability to perform financial and organizational analyzes involving statistics and service delivery systems

Ability to prepare and present a variety of financial and organizational reports and studies

Ability to develop and maintain effective working relationships with department directors and other employees

Ability to communicate effectively; orally and in writing

ACCOUNTING OPERATIONS MANAGER CONTINUED:

SPECIAL CONDITION OF EMPLOYMENT

The incumbent must be readily available to work irregular schedules immediately before and after a severe weather emergency.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant
Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in an office environment where the noise level is usually quiet.