

ACCOUNTING MANAGER

Position Code: 3010

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 358

Location: Finance

Approval Date: 2019

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 performs the disbursement and accounting of revenues and expenditures for the Town. Work involves 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.

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 documents for capital assets (GASB 34).

Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems.

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

Prepares payroll in the absence of the Accounting Technician.

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.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, feeling, talking, 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 constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal, 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.

Special Requirements

Preference will be given to Certified Public Accountants.