ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Accounting
Job Code: 1575
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to manage day-to-day operations and staff involved in financial accounting and reporting for the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Controller, Chief Financial Officer, City

Manager, or others, as requested.

Supervises and participates in various financial accounting and reporting functions: ensures adherence to established policies and procedures; ensures general ledger and all accounting activities comply with local, state and federal regulations and requirements and accepted accounting standards and principles; and develops, recommends, and implements process changes and improvements, policies, procedures, and standards for procurement card transactions, sales tax accounting, fixed assets, grants, general ledger, reconciliations, and other accounting and reporting functions, to maintain compliance, to improve workflow, or to implement Governmental Accounting Standards Board updates.

Supervises and reviews accounting activities, such as reconciliation of fixed assets, grants, and general ledger accounts, journal entries, procurement card transactions, or other accounting functions: reviews, analyzes, and approves general ledger and fixed asset entries, reconciliations, grant reimbursements, account balances, variances, etc.; verifies accuracy and completeness of transactions, data entry, document processing, and related activities; identifies discrepancies; investigates issues, errors, problems and rejections; and initiates and/or implements corrective actions to resolve discrepancies and correct errors.

Coordinates and participates in year-end closing and audit processes: sets deadlines and assigns year-end closing tasks; monitors accounting operations and deadlines; gathers, compiles, prepares, and completes debt schedules, journal entries, reports, and documentation; assists internal and external auditors; provides requested data, reports and/or other items to ensure the completion and accuracy of annual audits.

Coordinates and participates in the preparation and submission of a variety of financial reports, such as Comprehensive Annual Financial Report (CAFR), Annual Financial Information Report (AFIR), grant reports, Schedule of Federal and State Awards (SEFSA), Powell Bill Expenditure Report and Municipal Street Report, state and federal transit reports, and other internal reports as requested.

Receives and responds to questions and issues from City staff regarding accounting, project and account reclassification, general ledger, grants, fixed assets, account structure, p-card procedures, reporting, policies, CAFR and end of year procedures, and other functions: provides information and answers questions; troubleshoots problems and issues; conducts research; coordinates resolutions; and reverses and corrects journal entries as needed.

Performs other duties in support of department activities: receives and responds to budget inquiries and requests; reviews City Council financial resolutions and ordinances; assists with division budget preparation, including estimating expenditures and monitoring expenditures to ensure compliance with approved budget; processes invoice payment requests; deposits receipts; and assists with software updates and implementation.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to government liability, including immunity, defense, exposure, etc.; monitors regulatory and legislative developments and changes that impact accounting and financial reporting procedures and processes; reads professional literature; maintains professional affiliations; and attends meetings, workshops, conferences, and training sessions as required.

Communicates with supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, CAFR schedules, notes, and statements, account reconciliations, journal entries, grant reimbursement requests, p-card reports, AFIR, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized

and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's degree in Accounting, Finance, Business Administration, or a related field required; supplemented by five years of experience in accounting and financial reporting, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain Certified Finance Officer certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.