

EXAMPLE JOB DESCRIPTION

Accounting Manager

Job Description

Exempt: Yes

Department: Financial Services

Reports To: Finance Director

Location: Administration Building

GENERAL DESCRIPTION OF POSITION

This is an administrative staff position which supervises, coordinates, monitors, and evaluates the day-to-day accounting activities of the organization; prepares complex financial reports; monitors and records bond and pension activity; develops and coordinates multi-year payroll budgeting and payroll research and reporting; establishes and enforces proper accounting methods; maintains the integrity of accounting and reporting functions; prepares, manages, and coordinates annual audit with outside auditors and departments; supervises, coordinates and participates in financial/budget research and analytical projects; prepares technical reports and provides recommendations regarding research findings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare all necessary work papers both simple and complex for the preparation of the annual financial report. Provide year-end financial statement to external auditors, prepare the statistical section of the financial report, coordinate production of audited annual financial report.
2. Develop and implement accounting controls, policies, and procedures to ensure that the assets, liabilities, revenues, and expenditures of the organization are properly stated and accounted for in the GL.
3. Regularly audit and review subsidiary ledgers for reconciliation to the GL including accounts payable, inventory, petty cash, janitorial supplies, and financial software.
4. Prepare financial statements and analysis as needed for department, management, and committees.
5. Act as system administrator for financial software.
6. Assist in interviewing and hiring personnel; instruct and train all employees on correct methods and procedures in conformity to generally accepted accounting principles; monitor and inspect work in progress to ensure continuity and timely completion of work; supervise, review and evaluate employee performance.
7. Coordinate and direct the preparation of the payroll budget and payroll related forecasts and reports, instituting and maintaining other planning and internal control procedures.
8. Responsible for Fixed Asset additions, deletions, and depreciation schedules balanced to year-end financials.

9. Prepare, manage and coordinate annual audit with outside auditors and departments. Process payroll for department.
10. Prepare Financial Department's 5 year budget and assist with input of entity's budget amendments, budget preparation and revenue forecasting.
11. Reconcile accounting entries, and calculate complex annual interest computations on pension balances.
12. Cross train with other departmental personnel and perform other Financial Service duties as assigned.
13. Evaluate various revenue sources and trends for planning and ongoing cash management.
14. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. equivalent to four years of college, plus 5 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Annual Budget Authority: \$10,000,000

Funds, Property & Equipment Responsibility: \$5,000

SUPERVISORY RESPONSIBILITIES

Supervises 5 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of highly complex machines and equipment; specialized or advanced software programs.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Degree in Accounting

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

CPA

SOFTWARE SKILLS REQUIRED

Advanced: 10-Key, Accounting, Database, Spreadsheet

Intermediate: Alphanumeric Data Entry

Basic: Contact Management, Human Resources Systems, Payroll Systems, Presentation/PowerPoint, Word Processing/Typing

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

While performing the functions of this job, the employee is regularly required to sit, frequently required to talk or hear, and occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

ENVIRONMENTAL CONDITIONS

Not indicated.

The noise level in the work environment is usually moderate.

No reminder has been set to review or update this job description.

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