



City of Irving Job Description

Accounting Manager

FLSA Status:	EXEMPT	Job Department:	Financial Services (Accounting Division)
Job Code:	F081	Reports To (Job Title):	Controller

PURPOSE

Perform accounting oversight duties, to include: reviewing general ledger account reconciliations, preparing statements for the Comprehensive Annual Financial Report, preparing monthly financial report, and investigating and resolving complex accounting issues raised by stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Review and approve monthly general ledger account reconciliations.
- Review, research, and follow-up on accounting related inquiries expressed employees, management, department users, and others.
- Prepare financial statements for the City's Comprehensive Annual Financial Report (from October through January).
- Establish, update, and enforce financial policies and procedures.
- Manage and direct staff members; including: assigning work, evaluating performance, managing schedules and leave, and participating in interview processes.
- Coordinate responses to annual management letter and ensure that internal and external audit recommendations are properly implemented.
- Review and approve Journal Vouchers, DDR's and vendor invoices for payment, and grant reports submitted to grant agencies.
- Prepare monthly financial statements.

OTHER DUTIES AND RESPONSIBILITIES

- Serve as part of the management team in the Financial Services Department.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 5 - 10 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Monitors multi-million dollar budgets.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree in Accounting, Finance, or related field.

EXPERIENCE

- Five (5) years of related experience, including two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified Public Accountant
- Texas Driver's License

KNOWLEDGE OF

- Accounting & Finance: Principles and practices including general ledger, accounts payable, and accounts receivable; methods and practices of governmental accounting.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.
- Industry Software: Sufficient familiarity with technology to use a variety of specialized industry software programs, such as ERP/Financial Software software.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Statistical Principles: principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- Lean six sigma methods, principles, and practices desirable.

SKILLS AND ABILITIES IN

- Research: Conducting inquiry in a methodical fashion, which includes design and measurement, sampling and survey, and data handling by the use of computers.
- Policy Development: Evaluating policies and improving their effectiveness and efficiency.
- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Written Expression: Communicating information and ideas in writing so others will understand.
- 10 key/Typing: Accurately and efficiently enter information using computer keyboard.
- Critical Analysis: Using logic and methodical scrutiny to assess information, identifying trends, as well as other relevant information (such as strengths and weaknesses).
- Reporting: researching, analyzing, and compiling data and preparing concise documents.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

This position has substantial contact with highly varied groups involving difficult interactions that require persuasion and negotiations.

EQUIPMENT AND PROPERTY

This position utilizes a computer, keyboard, calculator, copiers, scanner, and Fax Machine.

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.*

The employee is required to drive a vehicle, grasp, handle, feel, see, kneel, lift up to 25 lbs; listen, talk, stand, and walk. Rarely, when appropriate, s/he may be required to run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Work is normally performed in a fairly typical, quiet office environment; however, the nature of operations (such as the pace when deadlines approach) can make stressful conditions expected at times.

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

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.