

JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Finance
JOB TITLE: Accounting Manager
SALARY GRADE: NU-016

LOCATION: Lebanon, OR
DATE: March 2022
JOB STATUS: Exempt
FLSA Exempt: Yes

PURPOSE OF POSITION: Manages day-to-day city-wide accounting and auditing; performs more complex accounting and auditing functions of specialized accounts and records; prepares financial statements, records and reports, supervises staff performing general accounting functions. Acts as the Finance Director in his/her absence.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and networking with others in area served; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Maintains the integrity of the City's accounting system and its data by supervising the general, and all subsidiary ledgers accounting. Subsidiary ledgers include payroll, accounts payable, accounts receivable, fixed asset, capital project, and cash receipting.
2. Supervise staff to ensure city goals and objectives are met. Schedule, assign, and review staff work. Make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. In coordination with the Finance Director, respond to employee grievances and oversee disciplinary actions according to the collective bargaining agreement and city policy.
3. Performs advanced professional accounting work in the processing and maintaining of financial data and expenditure controls.
4. Assures the month-end and year-end closings are completed and all reconciliations and reports are completed in a timely manner.
5. Establishes and maintains internal controls to prevent fraud, assure compliance with accounting standards, track assets, and prevent expenditures that exceed the budget.
6. Responsible for the implementation of new GASB statements. Stays up to date with potential new standards through trainings and publications, discusses implementation processes and coordinates implementation with Finance Director and auditors when appropriate.
7. Produce the Comprehensive Annual Financial Report (CAFR) in conjunction with the Finance Director or Auditor.
8. Direct and manage the audit process. Prepare and delegate the preparation of audit work papers. Serve as the main point of contact with auditor, and responsible for maintaining audit

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schedule. Prepare the annual financial report including notes to the statements and supplemental materials.

9. Utilize financial reporting tools to produce standard and special reports for the City Manager, Finance Director, City Council, and other departments.
10. Responsible for technical budget preparation and maintenance. Prepares supplemental budget documentation and updates budget with approved changes.
11. Manages financial software and reporting software. Oversees all software processes and procedures. Coordinates access security with Information Technology staff.
12. Maintains cooperative working relationships with City staff, other organizations and the general public.
13. Responsible for making debt service payments and for identifying and inputting material events into Electronic Municipal Market Access (EMMA) System.
14. Serves as the direct backup for the Finance Director in their absence.

MANDATORY QUALIFICATIONS:

Education & Experience:

1. Bachelor's degree from an accredited college or university in Accounting, Business, Finance or related field.
2. Five (5) years of progressively responsible accounting work experience.
3. Three (3) years of supervisory experience.
4. Advance knowledge and experience of reporting requirements for GASB and CAFR.

DESIRABLE QUALIFICATIONS:

1. Experience in fund accounting and/or government finance.
2. CPA License

KNOWLEDGE, SKILLS AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Advanced accounting practices, business English and grammar, report composition, use of office equipment, including general use of word processing and spreadsheet software, and advanced knowledge of a variety of office procedures and practices.
2. Word processing and spreadsheet software.
3. Reporting and disclosure requirements of government entities.
4. Generally Accepted Accounting Principles (GAAP).

Knowledge and Skills in:

1. Generally Accepted Accounting Principles (GAAP), practices, methods and procedures.
2. General Accepted Auditing Standards (GAAS).
3. Billing procedures, journal entries, and reconciliation process.

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4. Computer applications and uses for accounting activities.
5. Accounting systems.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationships.
4. Perform the essential functions of the job.

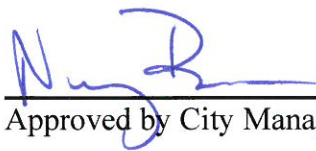
PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 20 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Responsible for supervising 3 to 4 FTE.

SUPERVISION RECEIVED: Works under the direct supervision of the Finance Director.



Approved by City Manager:

3/25/2022
March 2022