CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Accounting Manager** **E-PLAN**
SG:E2-11
DEPARTMENT: **Finance** **CS:N**
FLSA:N
EEO4CODE:OA

JOB SUMMARY:

Provides direction and oversight to the City's accounting, financial reporting and internal control functions. Responsible for establishing and maintaining City-wide accounting systems and procedures and the training of City staff in their use. The Accounting Manager produces the City's Annual Financial Report and manages the annual audit process. Additionally, the position functions as a consultant to City departments.

SUPERVISORY RELATIONSHIP:

Reports to the Finance Director. Supervises professional accountants, accounting technicians, accounts payable personnel and other departmental support positions. Serves as a member of the Finance Department management team. Works independently under applicable City, State and professional regulations, policies, procedures and guidelines.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Directs the accounting function of the City, including the establishment and monitoring of City financial policies. Ensures that all financial accounting production meets conformance standards established by State and federal regulations and functions in an effective and efficient manner.

2. Assists in the development, analysis and reporting of key financial information to City Council, staff and the public. Communicates this information to State, federal and bond rating authorities as required. Produces the City's Comprehensive Annual Financial Report (CAFR).

3. Establishes appropriate internal control procedures for the safeguarding of City assets and assists in the development of specific audit programs for investigation of areas of concern. Coordinates with department managers and Financial Analyst to resolve control issues. Reports instances of non-compliance to Finance Director.

4. Coordinates with the City's Information Technology Services Department to identify problems, develop corrective action and implement new software. Evaluates and provides systems support for accounting and financial reporting issues. Maximizes the potential of available systems.

5. Coordinates and provides staff training for all departments in the use of the City's financial procedures, systems and reports.

6. Hires accounting staff, regularly evaluates employee performance, investigates and resolves personnel problems. Assigns work, provides direction, training and assistance with problems encountered by accounting staff. Ensures that quality accounting services are provided to City departments and that accounting procedures are followed.

7. Serves as a professional resource for City Council, department heads and City staff in the interpretation of accounting and internal control requirements. Consults with departments to develop informative financial reporting systems that accurately reflect operational results. Provides analysis and assistance to departments in developing improved operating procedures.

8. Organizes, controls and manages City-wide accounts payable. Monitors the workflow process and identifies and corrects weaknesses in internal controls.

ADDITIONAL WORK PERFORMED:

1. Directs and coordinates the compilation of information for use in official statements and City ordinances related to the issuance of long-term debt. Assists in the analysis of financing alternatives. Ensures that debt-issue management is in compliance with federal, State and arbitrage regulations. Administers special assessment district financing (LID). Responsible for oversight of debt service repayment.

2. Liaison with the State Auditor's Office in the examination of City compliance with state reporting and regulatory requirements and the CAFR.

3. Serves as a member of the City's Finance Systems Team. Assists in the development of requests for information and requests for proposals.

4. Answers questions from the general public concerning financial reporting issues.

5. Provides budget support as needed.

6. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough knowledge of accounting principles including legal, technical and organizational aspects, as well as the ability to research and implement the latest professional accounting standards and principles.
- Excellent knowledge of accounting, database and spreadsheet software applications. Ability to use both personal computer and current City systems to work with the City's core financial data.
- Strong knowledge and ability in financial management including cost/benefit analysis and budget analysis.

Skill in:
- Excellent oral and written communication skills. Ability to present complex financial information to a variety of non-technical users.
- Excellent interpersonal skills for establishing and maintaining effective working relationships with employees, other City staff, City Council and the public.
- Management skills including leadership, supervision, instruction, problem analysis, decision-making, planning and organizing, management control, adaptability, stress tolerance and time management.

Ability to:

- Maintain the confidentiality of all sensitive information encountered while in the performance of duties.
- Maintain punctual and consistent attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
  - Frequently remain stationary for long periods of time;
  - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with the majority of time at a computer workstation. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in accounting, finance or business administration required.
- Four years of progressively responsible accounting or finance experience required.
- Two years supervisory or management experience in the accounting or finance fields required.
- Strong knowledge of computerized accounting procedures and spreadsheet/database applications required.
- CPA or other professional accounting designation desired.
- Experience in a governmental environment preferred.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal background check.

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6/96
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2/01