

City and Borough Sitka, Alaska

Class Specification

Class Title	Accounting Manager
Class Code Number	2135
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	32
Effective Date	October 2021

General Statement of Duties

Leads the day-to day recording of all accounting entries for the City and Borough.

Distinguishing Features of the Class

The principal function of an employee in this class is to manage, direct and oversee the accurate recording of all receipts and expenditures and assist in the preparation of quarterly and annual financial reports by ensuring accurate and timely accounting entries. The work is performed under the direct supervision of the Controller, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the Accounting Clerk (Accounts Payable), and the Utility/Harbor/Municipal Billing Clerk. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. In the absence of the Controller, an employee in this class may temporarily assume full responsibility for duties of the Controller. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, auditors and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Assists in developing, implementing and managing an accounting ERP system that will provide accurate, timely and complete financial and budgetary information to the Assembly, Administrator, Department Heads and users of such data who evaluate or audit the financial condition of the City and Borough;
- Assists in preparation of the general ledger entries, primarily through ensuring all entries are made in a timely and accurate manner;
- Assists in preparation of inputs for the quarterly financial statements, reviews trial balance reports of all funds;
- Prepares a wide variety of analysis and management reports as requested;
- Audits accounts and records of receipts, expenditures, billings, contracts, budget activities, cash and non- cash assets, accounting entries, equipment and supply inventories, payroll and employee benefits;

- Assures that accounting records of the City and Borough are accurate, current and comply with applicable legal requirements;
- Supervises daily posting and coding of all financial transactions including accounts payable invoices, utility and municipal billing, ACH and check payments, and monthly re-occurring journal entries;
- Supervises ACH, Check, and P-card payments for all municipal obligations;
- Maintains debt service payment schedule
- Assists the Controller in implementing desk procedures for Accounts Payable, Municipal Billing and Utility Management
- Assists in development and implementation of improved finance and accounting data processing applications;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of fund accounting, auditing and reporting requirements;
- Thorough knowledge of the legal requirements of municipal government accounting, budgeting and accounting controls;
- Thorough knowledge of principles of effective office and personnel management;
- Good knowledge of data processing technology as applied to financial, accounting and auditing functions;
- Good knowledge of computer and data processing technology as applied to financial, accounting and auditing utilizations;
- Ability to interpret complex financial reports and records and analysis of financial data;
- Ability to develop appropriate accounting methods for control and reporting purposes;
- Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports;
- Ability to prepare accurate and reliable reports containing facts, findings, conclusions and recommendations;
- Ability to plan, organize and develop studies and analyses of financial accounting methods and procedures;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology,
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a bachelor's degree or equivalent in accounting, business, or related field; and
- Considerable experience in accounting; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.
- Experience in governmental or public accounting desired.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

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