

**CITY OF BURIEN, WASHINGTON
POSITION DESCRIPTION**

ACCOUNTING MANAGER

NATURE OF WORK:

Under the direction of the Director of Finance and Administrative Services, performs a wide variety of high level accounting, budgeting, cash management and financial reporting functions. Maintains official city accounting records according to the Washington State Auditor's Office and Generally Accepted Accounting Principles. Develops and proposes to the director a system of internal controls to ensure proper accounting financial reporting, and safeguarding of the City's assets. The Accounting Manager must be a highly motivated person capable of working independently and in a team. This is a supervisory position.

ESSENTIAL JOB DUTIES:

Develops internal controls and accounting policies and procedures that ensure compliance with Generally Accepted Accounting Principles (GAAP), Government Accounting, Accounting and Financial Reporting (GAAFR), and State of Washington Budgeting, Accounting and Reporting Systems. Assures compliance with laws, codes and regulations governing municipal accounting.

Responsible for developing and revising as needed an accounting manual for the City of Burien outlining policies and procedures for accounting functions.

Develops and proposes to the director a system of internal controls to ensure proper accounting and reporting for public works projects; project labor distribution; grants; and engineering overhead versus total project costs.

Develops, plans and supervises a system of internal controls to ensure proper accounting and reporting of all LID projects, assessment rolls, lien records; approves listing of delinquencies for referral to the City Attorney; and is responsible for proper management of all LID accounts receivable transactions.

Sets standards for cash management and periodically audits cash management activities.

Monitors bank balance and serves as investment manager.

Supervises, and evaluates performance of assigned personnel, assists in the selection of new employees, evaluates and disciplines employees according to city policies and procedures. Responsible for staff development for all accounting staff.

Supervises the operations and activities of the accounting functions including payroll, accounts payable, accounts receivable, general ledger, fixed assets, cashiering, petty cash, purchase orders and others. May perform these functions in the absence of regular appointed personnel.

Assists department heads and other city staff in understanding accounting reports, budget guidelines and account analysis.

Prepares Comprehensive Annual Financial Report, including coordination of annual citywide audit.

Responsible for periodic reporting to state agencies, city council, and city departments.

Prepares monthly financial reports after reconciliation of general ledger bank statement.

Disseminates financial information to City departments.

Provides assistance to Director of Finance and Administrative Services for annual budget, including coordinating with other departments, council and outside agencies.

Coordinates research on a variety of projects.

Prepares annual schedule of grant activity and either makes reimbursements or ensures reimbursements of grant awards.

Regularly takes initiative in recommending changes in work methods, policies, and procedures to improve levels of service delivery and improve overall operating efficiencies.

Reviews the work of subordinates, and other financial work when requested, for accuracy and to detect and prevent errors.

Perceives when non-routine activities are required and offers to help without needing to be asked. Makes efforts to modify workload to assist with emergencies, assignments, or projects whenever feasible.

KNOWLEDGE, ABILITIES, AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily to reduce the risk of loss to city assets. This includes knowledge of city, state and federal laws and procedures governing public sector accounting and reporting requirements.

Advanced knowledge of Generally Accepted Accounting Principles (GAAP), Government Accounting, Accounting and Financial Reporting (GAAFR), and State of Washington Budgeting, Accounting and Reporting Systems.

Advanced knowledge of principles and practices of municipal budget preparation and administration.

Knowledge of state and federal tax regulations.

Proficient computer skills with thorough knowledge of spreadsheet and word processing programs, and networking system. Skill using data base systems to maintain records and generate reports.

Considerable knowledge of modern office practices, procedures, and equipment.

Ability to establish and maintain effective working relationships with all city staff.

Ability to greet the public and co-workers in a friendly manner and clearly convey a willingness to be of service and be open to resolving the situation at hand. Clearly explains self or answers when necessary. Takes the time to ensure message is understood. Closes all contacts courteously and appropriately.

Willing to be helpful; willing to negotiate schedule to accommodate another's needs.

Willing to use both good verbal and non-verbal behavior to show open, accepting attitude.

Ability to communicate effectively, both orally and in writing.

Ability to interpret and apply federal, state and local policies, laws and regulations.

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Ability to identify segregation of accounting duties and functions.

Ability to work in a rapid pace work environment, to handle multiple tasks and to meet deadlines.

Ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and councilmembers.

EDUCATION AND OR EXPERIENCE

Bachelors degree with a major in Business Administration, Accounting, or related field AND a minimum of four years increasingly responsible accounting experience including a minimum of two years supervisory experience for a similar size or larger government organization, or equivalent combination of education and experience. Experienced in use of automated financial management systems/spreadsheet programs required. Must pass a background investigation. Certified Public Accountant license desirable. Must be bondable.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for extended periods); see to read and analyze financial data; and hear and speak to exchange information. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public an/or interdepartmental contacts and pressure to meet timelines.

The noise level in the work environment is usually moderate.