

CITY OF VANCOUVER

ACCOUNTING MANAGER

DEFINITION

Provide responsible management and supervisory direction to the Accounting Division including oversight of financial services, financial reporting, payroll, and other accounting processes within the Finance Department; coordinate assigned activities with other divisions, outside agencies, and the general public; perform a variety of management level and professional tasks relative to assigned areas of responsibility; provide highly responsible and complex staff assistance to the Assistant Finance Director.

To perform all of the assigned duties in accordance with the City of Vancouver's Operating Principles; to develop and maintain collaborative and respectful working relationships with team members and others; and to consistently provide quality service to the citizens of Vancouver.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from the Assistant Finance Director.

Exercise direct supervision over professional, technical, and clerical staff.

ESSENTIAL AND OTHER FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Examples of Essential Functions:

Perform all duties in accordance with the City of Vancouver's Operating Principles.

Work and act as a team player in all interactions with other city employees.

Provide a high level of customer service at all times; project and maintain a positive image on behalf of the City of Vancouver with those contacted in the course of work.

Provide management of the City's general ledger, the preparation of the City's financial statements, as well as conducting financial analyses and technical research.

Design and implement new or revised accounting systems and procedures; develop and implement policies and procedures; develop short- and long-range plans for the division.

CITY OF VANCOUVER
Accounting Manager (*continued*)

Examples of Essential Functions:

Manage the City's payroll program; resolve complex payroll issues and implement necessary changes to resolve problems.

Oversee the overall grant administration process for the City; ensure financial grant reporting is properly submitted; act as liaison to City departments on grant tracking and administration issues.

Serve as primary contact to the State Auditor's office; oversee the annual financial reporting process in accordance with (GAAP).

Select, train, motivate, and evaluate accounting division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate, and review the work plan for the Accounting division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.

Develop and manage division budget; monitor expenditures to ensure budget adherence.

Examples of Other Functions:

Attend and participate in professional group meetings; stay abreast of new trends and innovations in governmental accounting.

Participate in the preparation of quarterly and annual financial summaries and statements.

Provide information to other local, state, and federal agencies.

Perform related duties and responsibilities as required.

CITY OF VANCOUVER
Accounting Manager (*continued*)

QUALIFICATIONS

Knowledge of:

Current principles and practices of governmental accounting.

Principles of budget preparation and control.

Principles of effective payroll management and record keeping.

Effective management and supervisory techniques.

Applicable federal, state, and local laws, codes, and regulations.

Computer systems and various application programs.

Current office procedures and methods.

English usage, spelling, grammar, and punctuation.

Ability to:

Effectively manage and supervise professional, technical, and clerical staff.

Design and install complex accounting systems.

Interpret and explain City accounting policies and procedures.

Interpret and apply complex technical federal, state, and local laws, codes, and regulations.

Identify problems or issues and develop effective solutions.

Analyze and interpret fiscal accounting records and prepare financial reports.

Define short-and long-term goals and corresponding services and timelines to effect their implementation.

Prepare clear and concise financial reports.

Use a personal computer.

CITY OF VANCOUVER
Accounting Manager (*continued*)

Ability to:

Work effectively with others to achieve personal, team, department and Citywide goals.

Demonstrate respect and cooperation in all interactions; support and reinforce team decisions.

Anticipate customer needs and give high priority to customer service and satisfaction.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in a management level accounting position, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, finance, economics, public administration, or a related field.

Licenses or Certificates:

Certified Public Accountant (CPA) designation required.

WORKING CONDITIONS

Office environment; extensive work at a computer terminal.

Est. 12/96 LC/DW