

City of Dunedin, Florida
Class Description

JOB TITLE: Accounting Manager
Finance Department

GENERAL STATEMENT OF JOB

Under general direction, the Accounting Manager is responsible for all aspects of the daily operations of the Accounting Division: managing and directing employees engaged in the accounting process, performing critical research and strategic planning, and ensuring governmental accounting standards and principles are adhered to at the City. Reports to the Finance Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Manages the Accounting Division, ensuring the proper adherence to accepted governmental accounting standards and principles.

Manages the activities of subordinate accounting staff. Duties include instructing, assigning, reviewing and planning work of others; maintaining standards; coordinating activities and tasks; selecting new employees; acting on employee problems; recommending employee promotions, disciplinary action where required, up to and including discharge.

Typical accounting duties include but are not limited to:

- preparing/reviewing journal entries,
- preparing and reviewing reconciliations on various accounts,
- maintaining an accurate general ledger,
- receipt, recording, and reconciliation of the cash receipts,
- processing payments to vendors

Oversees other key processes including accounts/liens receivable, accounts payable, investments, lease and capital assets, borrower debt, etc.

Oversees financial records/transactions in the Financial ERP Software environment to ensure entries are accurate and timely.

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Performs month-end/year-end closing activities of the City's Financial records.

Develops/implements objectives and strategies for the Accounting Division in congruence with the City's Strategic Long-Term Plan and Business Plan.

Assists auditors with the annual audit. Prepares the Annual Comprehensive Financial Report (CAFR) in a timely manner, and prepares/reviews audit schedules.

Prepares periodic financial reports, as required.

Performs continual research of new accounting standards set forth by the Governmental Accounting Standard Board (GASB) and the Florida Auditor General and ensures timely and accurate implementation of the same.

Addresses interdepartmental inquires regarding financial operations and accounting information.

Manages the accurate and timely filing of Federal, State and Local returns/reports (i.e. sales tax, abandoned property).

Assists with evaluating banking service and audit/accounting service contracts. Receives and responds to inquiries and requests for assistance from vendors, banking institutions, and City employees.

Performs general administrative work as required.

Develops and maintains Accounting Division's policies/procedures manual.

Assists Director of Finance as needed including special projects.

ADDITIONAL JOB FUNCTIONS

May perform duties of the Director of Finance in his/her absence.

Performs general office work as required, including adhoc reports and correspondence, entering data into the computer, copying, scanning and filing documents, answering the telephone, etc.

Performs related duties as required.

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MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in accounting or a related field supplemented by five to seven years of experience in an accounting position. A Master's Degree in accounting will be accepted if undergraduate degree is in an unrelated field.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Requires a minimum of two years of government accounting experience.

Requires at least two years of supervisory experience.

Requires a strong knowledge of Government Accounting Standards Board (GASB) pronouncements and Generally Accepted Accounting Principles (GAAP).

Requires strong proficiency in word processing and spreadsheet applications (i.e. Word, Excel) and the ability to utilize ERP financial applications, preferably Tyler/Munis software experience and HTE applications.

Current certification as a Certified Public Accountant (CPA) or Certified Governmental Finance Officer (CGFO) is preferred.

Must possess a valid Florida driver's license.

This position is a Category B for the purposes of Dunedin Emergency Management. The position may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Job. Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Accounting Manager. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has working knowledge of the areas of accounting, budget development and analysis, etc., knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to make sound, educated decisions. Clearly understands any occupational hazards and adheres to all

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safety precautions inherent in performing the essential functions of the work. Has the ability to speak, write and understand the English language.

PERFORMANCE APTITUDES

Data Utilization Requires the ability to extrapolate and integrate data and/or information for predicting, anticipating and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility. Is able to compile, organize and utilize various financial information necessary in the preparation of organizational and departmental budgets, and knows how to prepare and monitor budgets.

Human Interaction: Requires the ability to function in a supervisory capacity for a major organizational unit requiring significant internal and external interaction; requires the ability to apply principles of negotiation, and performs such in formal situations within the context of legal guidelines. Is able to train, assist, motivate and provide leadership to a diverse group of professionals. Is able to perform employee evaluations and to make recommendations based on results. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to make public presentations.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, recorder, copier, calculator, telephone, scanner. Has knowledge of and skill in the use of modern office equipment, including computers.

Verbal Aptitude: Requires the ability to synthesize data and information, as well as reference, descriptive, design, advisory and consulting data and information as applicable. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Requires the ability to apply advanced mathematical and accounting concepts, to include integration of related functions; ability to perform and interpret statistical calculations which include revenue modeling, transaction activity and testing.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

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Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving high risk to the organization. Has the ability to plan and develop daily, short- and long-term goals related to organizational purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

ADA COMPLIANCE

Physical Requirements: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semiskilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive computer exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Finance Director

3/7/23

Date