

City of Dunedin, Florida
Class Description

JOB TITLE: Accounting Manager
Finance Department

GENERAL STATEMENT OF JOB

Under general direction, manages the daily operations of the Accounting Section. Assists the Finance Director with special projects. 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 activities of subordinate accounting staff. Duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems; recommending employee promotions, disciplinary action and discharge.

Requires the ability to apply advanced accounting/budgeting theory supporting the governmental sector (i.e. fund accounting, internal control systems, etc) to include integration of related functions.

Manages the Accounting Section to ensure financial records/transactions in HTE environment are accurate and timely. Processes include cash receipts, accounts/liens receivable, accounts payable, investments, standard entries, etc. Performs month-end/year-end closing activities. Routine accounting duties include but are not limited to preparing/reviewing journal entries, preparing and reviewing bank reconciliations on various accounts, maintaining an accurate general ledger, verifying transactions, etc.

Develops/implements objectives and strategies for Accounting Section congruent with the City's Strategic Long Term Plan.

Accounting Manager, Finance Department

Assists auditors with the annual audit. Prepares the CAFR in a timely manner, and prepares/reviews audit schedules.

Prepares the monthly financial report.

Develops and manages Accounting Section budget.

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

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, including preparing Commission meeting agendas, reviewing management reports, etc.

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

Assists Finance Director as needed including special projects.

ADDITIONAL JOB FUNCTIONS

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

Assists customers.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in accounting or related field with three to five years of experience in governmental accounting. Requires strong knowledge of word processing and spreadsheet applications (i.e. Word, Excel) and the ability to utilize HTE applications.

Accounting Manager, Finance Department

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

CPA or CGFO certification is preferred.

SPECIAL REQUIREMENTS

Must possess a valid Florida driver's license.

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 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 safety precautions inherent in performing the essential functions of the work. [Has the ability to speak 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

Accounting Manager, Finance Department

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.

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.

Accounting Manager, Finance Department

ADA COMPLIANCE

Physical Ability: 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 semi-skilled 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 written and oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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

10-20-15

Date