



JOB DESCRIPTION

General Description:

The purpose of this classification is to perform managerial, administrative and technical work as the City's Accounting Manager. This is a mid-level management position that supervises assigned staff and has direct responsibility for the Accounting Operations of the City of Americus, GA. The responsibilities include safeguarding of City assets, ensuring accuracy and completeness of all financial transactions processed through the payroll, accounts receivable, purchasing, accounts payable, and general ledger systems of the City, and for planning, managing, and monitoring all activities assigned to the Accounting Operations of the City.

Duties and Responsibilities:

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Responsible for safeguarding of City assets; overseeing payroll, accounts payable, capital assets, cash flows, and general ledger activities; ensuring underlying financial records are maintained to support financial information reported by the City; and assisting the Finance Director with determination of short-term and long-term goals.
- Establishes goals and objectives, sets deadlines for completion, and monitors activities performed in the Accounting Operations of the Department to ensure work is completed in a timely and efficient manner in compliance with all laws, rules, regulations and established procedures pertaining to the financial activities of the City.
- Supervises, hires, directs, and evaluates assigned staff which includes monitoring work performance, counseling, directing, completing employee performance appraisals, and developing work improvement plans and/or disciplining employees.
- Manages the City's Accounting Operations and implements procedural and operational changes as needed. This entails supervision of accounting staff engaged in but not limited to: preparing and processing accounts payable bills/invoices, preparing and processing biweekly payroll, preparing and processing of miscellaneous accounts receivable billing and collections for the general fund, preparing/compiling quarterly audits of alcoholic beverage license holders for compliance, and assisting in the processing and maintaining of the City's capital assets records. When necessary, assists in the preparation of check requests and processing of manual checks, entering manual and voided checks into the financial information system, calculating and processing inter-fund transfers, preparing bank deposits for transfers, monitoring bank accounts via Internet for receipt of electronic funds or ACH return reports, verifying petty cash balances and preparing requests for reimbursement of petty cash, monitoring cash account balances to ensure proper cash flows, and appraising the Finance Director of general cash flow status/needs.

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- Reviews monthly reports of financial activity generated from the accounts payable, accounts receivable and payroll modules to prepare and post both standard and general journal entries in the general ledger. After reviewing adjustments, closes the general ledger on a monthly basis. Prepares monthly trial balance reports for distribution to the Finance Director, City Council, and other City officials. In addition, prepares the monthly schedule of Hotel/Motel tax revenue received and ensures preparation of monthly State sales tax reports and remittances for the Utilities, Theater, and Tourism funds.
- Maintains grant files for general fund and Community Development funds. Prepares and submits appropriate quarterly reports for grants via internet websites.
- Manages the City's investment process: request bids for competitive interest rates; records receipt of interest earned; prepares annual reports.
- Manages Capital Lease function: records receipt of funds; records the principal and interest payment; prepares annual reports; calculates and prepares debt service and lease payment requirements for current and future expenditures
- Reviews for accuracy and completeness various records and reports which include but are not limited to: check requests, grant draw down request forms, miscellaneous checks/receipts, accounts payable distribution reports, vehicle maintenance reports, payroll posting registers, copies of returned checks, journal entry paperwork, CIP budget book, operating budget book, recurring payments list, voided checks, requisition posting registers and bank statements, etc.
- Assists the Finance Director with a variety of duties including but not limited to preparation and compilation of: the annual operating budget, capital improvement plan, schedules of analysis of fund activity for specific funds in preparation of annual audit to include all community development/grant funds, downtown development fund, theater fund, and tourism fund, etc.
- Works cooperatively with various groups and individuals such as the Finance Director, department heads and other City officials, customer service representatives, bank representatives, various vendors, and the general public to provide technical expertise concerning procedures, systems, and cycles pertinent to the financial operation of the City.
- Performs related work as assigned.

ADDITIONAL FUNCTIONS

- In the absence of the Finance Director, this position may be required to perform duties normally performed by the Finance Director, depending on the length of the Finance Director's absence.

Minimum Education and Experience Requirements:

Requires a bachelor's degree in Business, Finance, Accounting or closely related field; requires two years' experience in government accounting, finance or closely related experience; required

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City of Americus, GA



Title: Accounting Manager
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qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

None.

Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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