

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Accounting Manager
Sch & Grade PAT-13
Class Code BA08
FLSA Status Exempt
Bargain Unit Elig. Not-Eligible
Occupational Group Financial

PRIMARY PURPOSE:

Supervises and performs a wide variety of professional accounting work including complex financial and operational studies, audits, and analyses of data related to governmental programs administered by the City. Serves as a resource to City departments, accounting staff, and external auditors. Ensures that high quality and cost efficient services are provided to the citizens of Springfield.

SUPERVISION:

Under general guidance and direction of the Director of Finance. Supervises professional and clerical accounting staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Directs the City's annual audit and development of the Comprehensive Annual Financial Report, including coordination with external auditors, accounting staff, and City departments.
2. Develops and implements city wide accounting procedures to ensure the City is following generally accepted accounting practices, governmental accounting standards, and best business practices.
3. Supervises accounting staff including payroll, accounts payable, cash reconciliation, infrastructure and grant accounting. Completes performance evaluations, recommends and implements necessary disciplinary action, and participates and makes recommendations regarding hiring decisions of accounting staff.
4. Prepares monthly financial reports using information obtained from the City's financial management system.
5. Assists in determining if improvements can be made to specific processes to enhance the quality and productivity of service provided to our citizens.
6. Demonstrates continuous effort to improve operations and streamline workflow in areas related to the accounting functions.
7. Responsible for the accuracy and the integrity of the financial data entered into the City's financial management software.
8. Develops appropriate audit techniques and flowchart analyses.
9. Responds to and resolves inquires and concerns from auditors, city officials and the general public regarding accounting issues and financial information.
10. Serves as a resource to city management and staff.
11. Establishes and maintains credibility with department heads, external auditors and other groups with regard to accounting issues.
12. Utilizes a variety of computer software applications including integrated financial management systems, spreadsheets, and word processing.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, or seminars for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, methods, and procedures involved in auditing, government accounting, and financial reporting.

Abilities

Analyze financial data, prepare and present concise financial reports; communicate effectively both verbally and in writing; work independently without extensive supervision; develop and implement work plans for major department projects; follow written and oral instructions; deal effectively and courteously with associates and the general public; utilize appropriate computer software applications accurately. Maintain cooperative working relationships with City management and staff; perform essential functions of the job without posing a direct threat to the health and safety of others; model and promote acceptance and respect for differences among employees and citizens; performs effectively as a member of a team carrying out the City’s stated mission and philosophy.

Experience, Education, and Training

Graduation from an accredited four-year college or university with a Bachelor's Degree in Accounting/Auditing, plus four years experience in general accounting, financial systems management, systems analysis, management systems review, fiscal auditing and statistical analysis. A Master's Degree is preferred. Experience in government accounting is desirable.

Physical Requirements

Performs reaching from ground level to overhead; ability to operate computer keyboard and grip objects; lifts, carries, pushes, and pulls up to 25 pounds.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; may be exposed to extreme weather conditions when traveling to different work sites.

Licensing/Certification

Must be a Certified Public Accountant (CPA).

Miscellaneous Requirements

None required.

Last Revision:	January 31, 2012	GENERAL ORDINANCE NO. 4906
Comments:	Update Abilities	Date: June 21, 1999

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____