

MAJOR FUNCTION

This is responsible administrative and professional work planning, directing, and coordinating a full array of municipal accounting activities and services. The incumbent is responsible for the technical supervision of professional and paraprofessional staff engaged in financial management, accounting, analysis and reporting, and systems and operations activities. An employee in this position performs with considerable independence under the general direction of the Director-Management and Administration. Work is reviewed through reports, conferences, observation and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises and leads professional and paraprofessional staff in planning, organizing, monitoring and coordinating efforts to develop, support and execute a comprehensive array of municipal accounting services and functions. Administers process for year-end audit and state financial reporting. Researches, develops and implements financial systems to meet changing needs of the City. Insures administrative and accounting compliance with various federal, state, and local regulatory requirements. Attests to the integrity of financial information by reviewing staff reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions and recommendations therein. Participates in the formulation and execution of the City's financial policy. Participates in various financial, management, Commission and operating committees and meetings. Maintains internal controls that safeguard the City's resources, reliability of financial information, and compliance requirements. May be assigned as head of project teams assigned to major projects. Takes a lead role in accounting systems and process evaluation, testing, reconfiguration and implementation. Prepares and administers the division's budget. Recommends the selection, transfer, promotion, grievance resolution, discipline, or discharge of subordinate employees. Conducts performance evaluations, and recommends approval or denial of merit increases. Performs related work as required.

Other Important Duties

Prepares agenda items for City Commission meetings. Develops mission, goals and strategic plan to achieve the department's short and long term goals. Insures team building, development, training, coaching and mentoring of supervised staff. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of administrative management procedures and techniques. Thorough knowledge of generally accepted accounting principles, including governmental and proprietary accounting and budgeting. Thorough knowledge of organization, functions, and financial problems of municipal government. Thorough knowledge of the required federal, state, and local laws concerning financial accounting, reporting and auditing. Thorough knowledge of the audit process. Thorough knowledge of various financial and statistical analysis techniques. Considerable knowledge of modern office practices and procedures, and standard office and accounting equipment, as well as information processing equipment, and their application to accounting services and processes. Ability to plan, direct, supervise, coordinate, organize, and execute accounting services and functions. Ability to assign and review the work of subordinates and provide proper instruction in a manner conducive to improve performance. Skill in the use of microcomputers and associated programs and applications as are necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, or a related field and five years of professional or administrative experience in governmental accounting or finance; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Established: 12-14-98

Revised: 10-03-03*

07-13-09*