

Cottonwood Heights

Job Description



Title:	Accounting Manager	Code:
Division:	Administration	Effective Date:
Department:	Finance	Last Revised: August 2019

GENERAL PURPOSE

Performs a variety of **advanced professional accounting duties** related to coordinating day-to-day accounting functions of the finance department; including general fund accounting, accounts payable, purchase order processing, timekeeping and payroll administration.

SUPERVISION RECEIVED

Works under the general supervision of the Finance Director.

SUPERVISION EXERCISED

Provides functional supervision and oversight to various departments' staff engaged in accounts payable responsibilities. Overall timekeeping direction and supervision throughout the city.

ESSENTIAL FUNCTIONS

Designs, develops and implements procedures to improve application and process for accounting; revises existing standards to implement approved changes in processes and methods; performs highly complex accounting tasks providing specialized processing and analysis related to Accounts Payable and Payroll.

Maintains and audits certain sub ledgers (A/P, Payroll, Development Bonds, Building Permits, Police Seizures) in the City and insures the accurate reporting and balances; records entries and maintains general ledger and sub-ledger accounts of the city; keeps general ledger in a timely and accurate manner in order to reflect actual financial activity and position of the city; records and posts journal entries; balances and reconciles general ledger to subsidiary ledgers or accounts; reconciles bank statements and accounts; adjusts and makes corrections to general ledger accounts as needed to remedy errors or omissions; updates general ledger information monthly or as needed; performs month-end closing for Payroll and A/P, prepares monthly and quarterly reports; assists with year-end reports and close-out.

Prepares bi-weekly accounts payable check-runs; acts as a resource to other city employees in the processing and posting transactions in the Animal Licensing and Business Licensing ledgers; administers, audits, and processes all employee and special payrolls; makes payroll modifications as needed, initiating reissued checks, time checks and special payroll checks; verifies accuracy of time check information, that payouts are correct per compensation agreements and plans; coordinates adjustment payroll information to Human Resources; ensures that related Human Resource system data is accurate, complete and transfers to payroll correctly prior to payroll run; provides guidance in time entry and is responsible for gathering all department batches. Prepares insurance reimbursements. Prepares Zions Credit Card reconciliation for City.

Performs edit check of batches and verifies the data integrity; works closely with timekeepers to make sure employees are paid according to compensation agreements and plans; audits department payroll input to validate accuracy; responsible for the ACH transmittal or printing and distribution of City payroll checks, earning statements, and reports; responsible for preparing, auditing and mailing 1099's to all legally required entities.

Responsible for the entry and accuracy of payments for Short Term Disability (STD), Worker's Compensation, and Long-Term Disability (LTD) payrolls; makes all entries and adjustments for prior periods; works closely with HR to resolve STD/LTD and Worker's compensation issues; makes involved payroll adjustments when legal settlements dictate; coordinates the timing and entry of fiscal year-end and calendar year-end data, prepares instructions for timekeeper and monitors accuracy; prepares annual payroll schedules for timekeepers and sets up calendars and payroll cycles in Caselle.

Responsible for all direct deposit transactions each payroll; processes and monitors employee changes in the system and answers employee inquiries regarding the system; process all reversals and recalls and works directly with employees and banks to resolve problems; coordinates with Human Resources for establishing new pay codes for all payroll benefits and deductions.

Organizes and protects confidential salary and insurance information on all city employees; safeguards insurance information as dictated by Health Insurance Portability and Accountability Act; maintains and updates computerized and manual employee files regarding withholding tax, special salary adjustments, other deductions, etc.; establishes and maintains payroll procedures for central payroll and department personnel.

Researches and supplies data for fiscal year end audit; responsible for the preparation, audit, inquiries, and mailing of W-2's; serves as contact person for issuing duplicates; after HR has entered termination dates, coordinates with HR to ensure information is correct and compiles and sends termination lists to appropriate individuals on a bi-weekly basis; assists employees with all payroll related issues and problems. Prepares retirement reporting for 401K, 457, retirement contribution for Tier 1 & 2 and Fund 15, 49, 211 for URS & ICMA.

Prepares purchase orders; prepares training and procedures for City staff to assist in completing purchase requisitions and understands city purchasing ordinance requirements; monitors any encumbrance created and encourages departments to follow up with vendors to deliver items before year end; clears balances at fiscal year-end if needed. Prepares per diem and traveling payment

Performs related duties as required

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MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in accounting, finance, business administration or related;

AND

B. Five (5) years of responsible experience related to above duties; preferably in a governmental accounting;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); debits and credits; public finance and fiscal planning; municipal organizations and department operations including applicable laws and regulations; internal control principles and methods of application; accounting and related statistical procedures; IRS deduction, withholding and monthly/quarterly/annual reporting requirements. general office maintenance and practices; basic personnel management practices and procedures; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations.

Skill in the art of diplomacy and cooperative problem solving; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and City residents; the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to analyze complex accounting problems and make standard adjustments; prepare and analyze complex financial reports; operate various types of standard office equipment such as typewriter, 10 key calculator, keyboard, etc.; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; develop effective working relationships with executive management, elected officials, supervisors, fellow employees, and the public.

3. Special Qualifications:

Certified Payroll Professional (CPP) certification desired.

4. Work Environment:

Typical office setting with typical climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, which may involve minor muscular strain. Job functions normally require talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)