

# CLASSIFICATION ADDENDUM

## **Job Title:** Accounting Manager

Classification Specification: Manager/Program Manager

Barg Unit: Non

Pay Grade: D62

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### **Essential Characteristics and Duties Addendum**

The Accounting Manager performs advanced professional accounting tasks and supervises the work of professional and paraprofessional staff in accounts payable, assessments, grant reporting, financial reporting and audit program areas; develops and maintains the more complex fiscal records for grants, programs or funds, to include budget preparation and financial reporting; participates in the design, modification, and operation of the financial management, accounting, and reporting systems; posts revenue and expenditure controls to the General Ledger; reviews and approves journal entries; participates in special projects, program development, data gathering and analysis, and budget preparation; may prepare and present training material for city staff on new or modified fiscal activities; prepares and completes financial and cost analyses; monitors fiscal operations for compliance; completes preparation and interacts with auditors; prepares and reviews a variety of fiscal reports to policy bodies and City Management; reviews City accounting and treasury policies and procedures to ensure adequate internal controls; acts in the capacity of Finance Director as assigned. Performs related duties as assigned.

### **Qualifications Addendum**

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### **Training & Experience:**

- In the field of accounting with progressively responsible experience in public or municipal accounting, including management experience. Certification as a CPA may be substituted for some management experience.

#### **Licensing Requirements:**

- N/A

#### **Knowledge:**

- Generally Accepted Accounting Principles and Government Accounting, Auditing and Financial Reporting requirements;
- Current laws and regulations governing municipal accounting procedures;
- Procedures for annual audit preparation;
- Grant reporting requirements;
- Inventory and fixed asset accounting;
- Financial systems planning, development, and implementation; automated financial systems.

### Essential Characteristics and Duties Addendum

**Skills:** *(Demonstrated skill in performing the following)*

- Learning Oregon budget law;
- Applying principles of governmental financial reporting;
- Applying internal control standards and policies.

**Qualification For Grade Progression:** N/A

### Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### Addendum History

Created: 2012.01

2015.04- Revisions by HR