

**TITLE:** Accounting Manager  
**DEPARTMENT:** Finance/Accounting  
**CLASSIFICATION:** Full-Time, Non-Exempt  
**REPORTS TO:** City Administrator



## **Job Description**

### **SUMMARY OF RESPONSIBILITIES**

Performs highly responsible work in directing municipal financial operations involving financial planning, general accounting, budget administration, debt administration, purchasing, receipt collection, accounts payable, payroll, financial records maintenance, account auditing, cash management and investments, and financial reporting within generally accepted accounting principles.

### **ESSENTIAL FUNCTIONS**

1. Responsible for development and oversight of day-to-day City finance and accounting policies and procedures.
2. Reviews all purchase orders for approval and delegates to the Accounting Clerk position for payment.
3. Supervises the operations and maintenance of the City's central accounting system; to include payable, receivable, general ledger, payroll and other accounting functions. Performs as the primary contact for system related issues with the vendor and IT services.
4. Responsible for the preparation, personally or through delegation, of required financial reporting and statements required to oversee the financial activities of the City.
5. Responsible for the City's payroll records maintenance, processing, employee data maintenance, and recordkeeping to comply with Department of Labor requirements.
6. Responsible for the preparation of end of year payroll reporting to employees and the Social Security Administration for W-2s and to the employees and IRS for ACA forms.
7. Oversees, reviews, and performs activities to develop general department accounting procedures and methods. Responsible for evaluation of the activities the department performs to include finance administration, accounting, purchasing, treasury, cash receipts, budgeting, long-term financial forecasting to assure the activities are compliant and "best practice" to the extent possible.
8. Responsible for performing "financial modeling" activities needed to present recommendations to City Officials for long-term financing of projects.

9. Oversees and performs accounting activities that include the reconciliation of all financial transactions related to City receivables and payables to assure compliance with GAAP, GASB and FASB rules and guidelines.
10. Establishes and maintains annual budget format and works with department heads in the annual departmental budgeting process. Evaluates and works with department heads to adjust budget submissions in accordance with the City's financial forecast. Works with the City Administrator on the preparation of the City's annual budget. Develops means and processes to oversee and control budget and expenditures – assists City Administrator to manage the budget.
11. Participates with City officials and local and federal representatives on fiscal management and financial planning. In this capacity Accounting Manager is the fiscal officer for GATA reporting and assists police chief with Asset Forfeiture Program.
12. Responsible for the monthly Police Pension financial statements and prepares annual Police Pension report for submission to the Illinois Department of Insurance.
13. Prepares annual TIF reports for submission to the State of Illinois comptroller.
14. Prepares analysis for the annual audit and is the point of contact for auditors. Prepares and/or reviews the financial statements for the City of Columbia before they are finalized and presented by the auditors.
15. Prepares financial reports for City Administrator on an as needed basis and advises City Administrator of any unusual occurrences or problems.
16. Responsible for personnel activities to include hiring, assignment of duties, supervision, evaluation, and training of departmental staff.
17. Responsible for developing and implementing processes to protect the confidentiality of department and City documents under the department's control.
18. Performs other related duties, similar in nature, as assigned by the City Administrator.

## **JOB SPECIFICATIONS**

### **Direct Reports**

Accounting Specialist; Accounting/Clerical Assistants; Accounting Clerk

### **Working Conditions**

Following are particular working conditions that are associated with this position:

- 1) Standard office environment

### Physical Demands

Individuals in the position must meet and maintain the physical and mental ability, with or without accommodation, to;

Activity	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feel and operate standard office equipment		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

This job requires that the following weight/s be lifted or force be exerted with or without accommodation;

Weight	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Lift up to 10 X lbs.		X		
Push up to 25 lbs	X			
Pull up to 50 lbs.	X			
Depress up to 10 lbs. (e.g., clutch of a vehicle)	X			

### Conditions of Exposure

None

### Minimum Skills / Qualifications

- ▶ Bachelors' Degree in Accounting, Finance or Business Administration.
- ▶ Minimum of 5 years of professional experience in accounting, finance or another related field, or any equivalent combination of education and experience.

- ▶ Prior experience that exhibits a thorough knowledge of the principals and practices of government finance administration and accounting; the principles and practices of municipal budgeting; the functions, structures, and operating routines of municipal government.
- ▶ Prior experience in developing fiscal systems and procedures.
- ▶ Proven ability to work effectively with superiors, co-workers, and direct reports to achieve organizational objectives.
- ▶ Prior experience working directly with the public in a service-oriented role.
- ▶ Prior work experience managing personnel engaged in the activities of finance and accounting.
- ▶ Basic PC skills to include Microsoft Office (i.e. Word, Excel, and Outlook).

**This job description is not meant to be an all-inclusive statement of every duty and responsibility that will ever be required of an employee in the position. Also, nothing in this job description changes the at-will relationship of employment applicable to all employees in our organization.**

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**Print Name**

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**Signature**

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**Date**