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## ACCOUNTING MANAGER

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### **SALARY**

Commensurate with education and experience.

### **FLSA STATUS**

Exempt

### **GENERAL DESCRIPTION**

Performs routine to moderately complex (management-level) accounting and auditing work in support of the association's Finance Department. Works under moderate to general supervision with limited discretion for the use of independent judgement. The Accounting Manager will plan and manage the accounting activities of the department. This includes maintenance of accounts, ledgers, journals, registers, and other financial records. Also includes reconciliation of various financial statements and documents and the preparation of routine or standard reports concerning financial operations and data through the year.

### **EXAMPLES OF WORK PERFORMED**

- Manages department staff responsible for the financial reporting, billing, collections, payroll, and budget preparation.
- Recruits, hires, and trains accounting and financial staff and conducts performance evaluations.
- Establish, analyze, and refine internal controls and guidelines for accounting transactions and budget preparation.
- Assists with the preparation of program activity reports, financial forecasts, and annual budgets.
- Assists with the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
- Audits accounts to ensure compliance with state and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
- Presents recommendations to management on short- and long-term financial objectives and policies.
- Provides financial analysis with an emphasis on capital investments, pricing decisions, and contract negotiations.
- Ensures compliance with local, state, and federal government requirements.
- Performs other related duties as necessary or assigned.

## **GENERAL QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

- Graduation from an accredited college or university with a Bachelor's degree in Accounting required.
- At least one-year of related experience required.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and understanding of local government, special district, or non-profit finance and accounting (Preferred).
- Excellent management and supervisory skills.
- Excellent written and verbal communication skills.
- Excellent organizational and time management skills.
- Ability to work in a fast-paced multidisciplinary team environment.
- Ability to demonstrate courtesy, diplomacy, and the highest level of professionalism in all dealings.
- Proficient with various Microsoft Office 365 products or similar software.

*This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required. Duties, responsibilities, and activities may change at any time with or without notice.*

**By signing below, I acknowledge that I have read this job description, and to the best of my knowledge, meet the required knowledge and skills for this position.**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**