

CITY OF HELENA



Position Title: Accounting Manager

Department: Administrative Services **Division:** Finance

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position is responsible for preparing the City of Helena's Comprehensive Annual Financial Report with the City Controller/Treasurer, assisting in the annual audit, overseeing the daily accounting tasks, providing guidance and support to all accounting staff throughout City department, and provides highly responsible and complex fiscal and technical support to the Controller/Treasurer and the Finance Department Director.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

CAFR Preparation

In coordination with the City Controller/Treasurer, the Accounting Manager is responsible for preparation of the City's annual financial report with content and form necessary to receive the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers' Association. The CAFR preparation involves many detailed and complex processes completed in coordination with all departments.

The process starts shortly before the City's June 30 fiscal year end with setting year-end deadlines with input from other Finance department staff to be communicated to all departments. Review of accounting records for accuracy and completeness must be completed prior to year-end closing. Once June has been closed, a city-wide grant report is prepared and reconciled for auditors, supply inventories are reviewed, and preparation of the CAFR begins. The financial statements for the CAFR are prepared in a complex Excel document containing multiple spreadsheets, with over 100 funds including the general, special revenue, debt service, and capital projects governmental funds; enterprise and internal services proprietary funds, and an agency fund beginning with Cash basis financial statements being downloaded from and reconciled to the accounting system. Adjustments are then made to these statements for year-end accruals required by Generally Accepted Accounting Principles. The Accounting Manager must ensure all financial statements balance and tie to one another. In addition, financial statements are prepared for two component units who utilize QuickBooks for their record keeping. All financial statements are then combined into the CAFR document completed in Word. The CAFR document includes a transmittal letter, MD&A, and notes which all must be reviewed, and updated with pertinent information in accordance with GAAP. Financial amounts in these sections must tie to the financial statements.

The Accounting Manager is also responsible for reconciling and recording capital acquisitions and disposals using information from other departments, and running the depreciation calculations in the accounting records.

Other Duties

This position is responsible for coordinating with the City Controller/Treasurer and Budget Manager to establish and maintain the chart of accounts and fund structure, and to review transactions that may be in error or that vary from budget authority; assists in the City's annual external audit, and the City's internal audit program.

This position trains and/or assists in accounting related functions in the Accounting Division and throughout the City; assists in preparation of the City's Annual Budget through the preparation of specific budget sections; assists the department's accounting technicians in the performance of their duties as necessary, and can be called upon to act as backup in their absence; and may also act as controller or department head in the absence of either of these employees when assigned.

The incumbent performs or assists in assessing properties within the City limits for all City assessments. The process includes ensuring accuracy with City resolutions related to the assessments and uploading the amounts properly to the County's tax system..

In addition, this position assists in the improvement and maintenance of the accounting systems for the City in compliance with statutory provisions and Generally Accepted Accounting Principles (GAAP); management of cash reserves and investments; planning, recommending, and monitoring fiscal and compliance internal controls for the City as a whole; the sale, issuance, recording and payment of debt, including lease purchases, loans, and bonds; monitoring the appropriate debt service reserves, budget and payments, arbitrage requirements, the City's debt capacity and debt defeasance potential.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- The principles, methods, and practices of municipal financing and budgeting;
- Proper financial internal controls and review and implementation thereof;
- Modern office practices and procedures and of standard office and computer equipment;
- The approved principles and standard practices of generally accepted accounting and reporting (GAAP), and the ability to apply them;
- Intermediate or Advanced use of Microsoft Office products, including Excel and Word;
- Research methods and techniques;
- Governmental Accounting Standards' Board statements and federal and state financial reporting regulations; and
- City, State, and Federal laws, rules, policies, procedures and applicable methods for compliance.

Skill or ability to:

- Create, maintain and make use of complex spreadsheets used in the accounting, financial reporting, and audit processes;
- Work independently without detailed written instructions;
- Assist and train staff in work procedures;
- Analyze, review balances, interpret and reconcile financial reports and transactions;
- Maintain and recommend proper internal controls and perform city-wide compliance testing;
- Prepare clear, concise and complete financial reports, statements, audit reports and work papers;
- Apply independent judgment in performing difficult and complex tasks;
- Examine, interpret and verify a wide variety of financial documents and reports;
- Monitor, implement and recommend changes for complex accounting systems and controls;
- Make mathematical and statistical calculations;
- Establish and maintain effective, professional working relationship with employees, department heads, officials and the public;
- Prepare reports in a complete, accurate and timely manner;
- Communicate effectively both orally and in writing;
- Establish sound priorities on work assignments so as to assure an orderly and timely work flow for financial systems throughout the City;
- Keep abreast of new and improved financial and other special reporting methods;
- Plan and manage the work of accounting personnel through planning, organizing, motivating and evaluating performance objectively;
- Maintain the highest degree and integrity when handling confidential data.

Physical Demands:

The position requires the ability to perform sedentary physical work with the ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. The position must have the ability to perform body movements applicable to records management and an office environment.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a Bachelor's degree in accounting, business administration, public administration or related degree with an emphasis in governmental accounting and/or finance from an accredited college or university. The position requires three years of progressively responsible experience with emphasis on governmental finance. Administrative supervisory experience preferred, but not required. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Possession of or ability to obtain CPA or CPFO certificate is required.

Supervision Received:

This position is under general direction of the City Controller/Treasurer.

Supervision Exercised:

The position exercises indirect supervision over a wide variety of staff throughout the City for transaction recording, grant management and reporting, and capital asset reporting.

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| <p>The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.</p> |
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