

# **City of Jonesboro**

## **Accounting Manager**

### **Job Description**

**Exempt:** Yes  
**Department:** Finance Department  
**Reports To:** Chief Financial Officer  
**Location:** City Hall  
**Date Prepared:** November 05, 2009  
**Date Revised:** January 19, 2011

#### **GENERAL DESCRIPTION OF POSITION**

This position is responsible for overseeing accounting operations of the department and performing the duties of the Director in his/her absence.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assists the Chief Finance Officer in the management of the city's accounting system. This duty is performed daily.
2. Inspects and approves daily cash collections and deposits before they are deposited in the bank. This duty is performed daily.
3. Solicits interest rate bids for funds available for investment from local banks. Prepares a report of bids submitted to be presented to the Depository Board for decision making purposes. This duty is performed irregularly.
4. Assists CFO in communicating to departmental heads and employees as to fundamental accounting practices and nomenclature and protocol of accounting/finance system of the City of Jonesboro. This duty is performed irregularly.
5. Conducts research for Finance Director in order to ensure practices are in conformity with GAAP, GASB, Internal Revenue Service, and Arkansas Code guidelines. This duty is performed irregularly.
6. Monitors collateralization for adequate coverage of bank deposits. This duty is performed monthly.
7. Prepares monthly bank account reconciliation for all City bank accounts; balances ending bank statement cash balances to General Ledger cash balances; calculates Consolidated Account interest allocation; prepares Journal Entry vouchers for interest, error corrections, direct deposits, and other items as necessary. This duty is performed monthly.
8. Assist Finance Director in maintaining written accounting procedure and works with the Accounting Manager to keep procedure manual updated. This duty is performed irregularly.
9. Assists the Finance Director as required in the design and implementation of internal control systems; performs internal audits as required. This duty is performed irregularly.
10. Prepares and submits required financial reports for grants funds; serves as liaison with department heads for specific grants; coordinates project accounting for CDBG program with the Grants Coordinator. This duty is performed irregularly.
11. Monitors grant reimbursement requests to ensure regular preparation; tracks request and receipt of grant reimbursements. This duty is performed weekly.

12. . Ensures fund availability for all grant applications. This duty is performed irregularly.

13. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 5 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Annual Budget Authority:	\$ 9,000,000
Funds, Property & Equipment Responsibility:	\$ 9,000,000

## **SUPERVISORY RESPONSIBILITIES**

Supervises 5 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

## **COMMUNICATION SKILLS**

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

## **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of

handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional personal computer support, technical help, and/or, basic software support, database analysis, level I technician, project coordination, installation and help desk.

### **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

CPA certification

### **SOFTWARE SKILLS REQUIRED**

Advanced: 10-Key, Accounting, Database, Spreadsheet

Intermediate: Alphanumeric Data Entry

Basic: Contact Management, Human Resources Systems, Payroll Systems, Presentation/PowerPoint, Word Processing/Typing

### **ADDITIONAL INFORMATION**

Not indicated.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to sit; frequently required to talk or hear; and occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; and color

vision.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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