

Career Service Authority

Accounting Manager

Revised Date 09/16/98
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FLSA Code Exempt
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General Statement of Duties

Manages and directs the accounting functions for an agency or division.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Manages, coordinates and directs the accounting operations for an agency or division.
 - *Knowledge of management theory and practice sufficient to be able to coordinate and direct activities common to the area.*
2. Supervises subordinate supervisors and employees involved in accounting functions for an agency or division.
 - *Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.*
3. Develops and monitors work teams or units and assigns staff to efficiently and effectively accomplish the division's goals and objectives.
 - *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
4. Directs the preparation of cost reports, full financial statements and manages financial audits.
 - *Skill in applying modern business and management principles, economics, and finance.*
5. Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.

- *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
- 6. Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.
 - *Skill in developing techniques and methodologies to resolve unprecedented problems or situations.*
- 7. Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.
 - *Knowledge of employee development principles and practices sufficient to be able to ensure long range success of the organization by incorporating cross training, delegation, mentoring, job- specific training, and other principles into the daily work of the organization.*
- 8. Interviews and selects staff reporting directly to this position and assists with other interviews as required.
 - *Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations from subordinate supervisors.*
- 9. Some positions may manage the development of the management information, accounting, and/or internal control systems for the department.
 - *Skill in meeting management information needs regarding the financial and budget status of the department or agency.*
- 10. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Supervises two or more first level supervisors.

Guidance and Decision Making

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined. Requires creativity and ingenuity in devising criteria, techniques, and methodologies for approaching previously unexplored or unresolved problems or situations. Work assignment is generally unstructured and employee is responsible for

supervising a variety of units involved in complex and nonstandardized tasks in which several projects may be pursued concurrently. Duties performed involve many factors to be evaluated and weighed, requiring a high degree of analytical ability, judgment, and decision making. Work may be reviewed for soundness of judgment and conclusions by an agency manager.

Interpersonal Communications

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented.

Physical Demands

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Vision Requirements

Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Mental Demands

Mathematical Reasoning

Oral Comprehension

Written Comprehension

Working Conditions

Subject to many interruptions

Minimum Education

Baccalaureate Degree in Accounting, Finance, Business Administration, or a related field.

Minimum Experience

Three years of professional accounting experience, including two years in a supervisory capacity.

Equivalency

Additional appropriate education may be substituted for the minimum experience requirement, except for the two years in a supervisory capacity.

Licensure and Certification

Some positions may require an active Certified Public Accountant (CPA) certificate.