City of Council Bluffs
Job Description

Accounting Manager

Department: Finance Department
Supervisor: Director of Finance
Location: City Hall
FLSA Status: Exempt
Prepared By: Cori Shaw Recruiter
Prepared Date: June 2022
Union: Non-Union
Pay Grade: 24

Summary: An employee in this class is responsible for managing the accounts receivable and revenue function of the Finance Department. Additional responsibilities include managing other key financial specialty areas including the Annual Financial Report (AFR).

Essential Duties and Responsibilities:

- Manages the accounts receivable and revenue function including the timely processing, accounting, and internal controls
- Assists in assigning annual external audit activity related to applicable finance functional areas
- Manages cash management process and review of cash flow analysis prepared by Treasury Staff
- Oversees and conducts regular review of all revenue accounts across departments of the City
- Manages other key financial specialty areas including the Annual Financial Report (AFR)
- Prepares key sections of the Annual Comprehensive Financial Report (ACFR) to include reconciliation of City financial accounts
- Prepares budget to actual analysis and presentation to executive teams
- Acts as functional owners of the accounts receivable systems and associated agreements
- Initiates and leads financial process improvement efforts
- Provides financial guidance to other City departments
- Maintains effective communication and working relationships with City staff and external contacts
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:
Directly supervises several employees within the Finance Department. 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.

Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:
- Bachelor's Degree from an accredited institution in Accounting or Finance
- Five plus (5+) years of broad financial experience with two (2) years of supervisory experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

Certificates, Licenses, Registrations:
- None Required

Physical Demands:
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The work environment is an office setting that is customer facing, with periods of very busy and relatively quiet cycles.

Other Skills and Abilities:
- Thorough knowledge of generally accepted accounting principles and of fund accounting
- Knowledge of accounting procedures and internal control techniques related to the revenue cycle
- Ability to analyze and organize data in support of assertions or conclusions
- Effective communication skills both orally and written
- Professional curiosity and desire to learn
- Ability to implement complex accounting guidance
- Strong leadership and management skills
- Strong organizational skills with the ability to manage multiple priorities and meet tight deadlines