

Accounting Manager

October 2019

Title: Accounting Manager
Salary Range: Hourly - \$36.40- \$53.23
Monthly - \$6,310 - \$9,278
Annual – \$75,718 - \$111,332

SUMMARY

The Accounting Manager directs and manages budgeting, accounting and purchasing by implementing MPO policies and procedures consistent with objectives established for the administration and operation of the MPO and its regional services, provides budget and contract review, and ensures the financial integrity of the organization. The Accounting Manager is part of the MPO management team for the organization and reports to the Executive Director.

This position is 40 hours per week with benefits. This is an exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of this position and are not intended to be all inclusive.

Responsibilities

- Manages finances, budget, and accounting operations.
- Administers the finance, investment, and financial reporting systems for the MPO: providing general oversight and direction to the work of professional staff working with the Finance/Accounting team.
- Provides the Executive Director and other MPO management with general information, reports, and/or financial information relevant to current issues or projects and advises on financial/contractual/regulatory matters.
- Assists in development and implementation of the MPO's financial policies and plans, accounting system procedures, practices and fiscal controls.
- Works directly with external independent auditors in providing information regarding the MPO's internal controls, financial presentation, and annual financial statements, including compilation of the first draft of the financial statement package and Schedule of Federal Awards, MD&A, and Notes to Financial Statements.
- Develops government financial reports, reviews contracts, purchase orders, and invoices for validity and proper recording in the general ledger to ensure compliance with federal funding and contractual reporting mandates.
- Tracks and monitors the MPO budget.

- Analyses financial information while detailing assets, liabilities, fund balance, revenues, and expenditures, in connection with preparing internal financial statements.
- Assists in compilation of the organization's annual budget and amendments and submits these documents to appropriate state departments.
- Oversees the preparation and recording of the MPO's payroll and related tax reports
- Oversees preparation of 1099 forms annually.
- Oversees verification and distributions of W-2's.
- Performs research of accounting and tax-related matters
- Assists in development and negotiating agreements or contracts with landlord, vendors, agencies and/or consultants.
- Serves as member of the MPO's management team.
- May attend MPO Council meetings or other meetings as required.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the supervision of staff.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated ability in governmental accounting, budgeting, finance, payroll, pension plans, and investment laws, regulations and principles
- Understands Governmental Accounting Standard Board (GASB) pronouncements and interpretations.
- Knowledge of business management practices.
- Skilled in advanced accounting principles and internal control systems design.
- Demonstrated ability to work independently with limited supervision; perform statistical and financial analysis; and exercise independent judgment in organizing, prioritizing, and problem solving.
- Supervisory skills in managing personnel, clientele, and customer relations.
- Excellent verbal and written communication skills and ability to interface effectively with MPO staff, customers, other government agencies, elected officials, and the general public.
- Demonstrated computer literacy and experience with spreadsheets, word processing, payroll, general ledger, and other computer software packages.
- Ability to read, understand, and interpret contracts, ordinances, regulations, and procedures.

EDUCATION and EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Administration, or related field from an accredited college or university, plus a minimum of five years of progressively responsible experience in related accounting, financial and project management experience; or equivalent combination of education and experience
- Public sector and supervisory experience highly desirable
- CPA preferred

LANGUAGE SKILLS

- Ability to read, analyze, and interpret general business periodicals, professional journals, governmental regulations, financial reports and contracts, and legal documents.
- Ability to write business correspondence, reports, procedures, and other documents.

- Ability to effectively present information and respond to inquiries from management, public groups, city, regional, and/or state elected officials, and the general public.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise plans, implement courses of action, and modify/revise plans based on experience and outcomes.
- Ability to solve problems by dealing with multiple variables in situations where only limited standardization exists.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a standard professional office environment with travel to other locations for meetings. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes, or airborne particles, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.