

ACCOUNTING ADMINISTRATOR

CITY OF MILFORD

ACCOUNTING ADMINISTRATOR

This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.

GENERAL RESPONSIBILITIES:

Supervise, plan and coordinate the activities of a variety of accounting services including, but not limited to, accounts payable, accounts receivable, payroll, tax and utility billing and collections; Responsible for bank reconciliations, fixed asset management, and grants accounting; Participates in the development and implementation of policies and procedures to improve efficiency and accuracy.

The Accounting Administrator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Accounting Administrator shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

General direction is provided by the Finance Director. Responsibilities include the direct and indirect supervision of lower level, professional, technical and clerical personnel.

A position in this class supervises and manages municipal accounting activities while also performing accurate accounting reporting of the City's financial position. The position interacts with other City department personnel, outside agencies and the public. The position assists in developing, prioritizing and implementing department goals.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding this position or to limit the nature and extent of assignments a person may be given.

ESSENTIAL DUTIES:

- Manage a variety of fiscal and accounting functions pertaining to areas such as general accounting, accounts payable, accounts receivable, payroll and billing/collections.
- Supervises and evaluates assigned staff, addresses employee concerns, counsels, and disciplines.
- Completes performance appraisals.
- Coordinates professional development activities.
- Report financial information in an accurate and timely manner.
- Prepare and provide internal and external financial reports.
- Responsible for inter-service fund allocations.
- Monitor general ledger and budget.
- Conduct account review and analysis.
- Coordinates the end of year external financial audit.
- Responsible for preparation of monthly bank reconciliations.

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- Responsible for capital assets, ensuring proper internal control implementation and monitoring, as well as proper reporting.
- Responsible for City inventory, ensuring proper internal control implementation and monitoring, as well as proper reporting.
- Responsible for property and other non-employee related insurance programs.
- Responsible for grant management, including reporting, review of reimbursement requests and compliance.
- Responsible for FEMA/DEMA reporting compliance and preparation of funding requests.
- Participates in the development, implementation and monitoring of financial goals, internal controls, objectives, policies, and priorities for the Department; recommends appropriate service and staffing levels; monitors changes in laws, regulations and technology that may affect departmental operations; recommends and administers policies and procedures.
- Maintains and directs the maintenance of working and official department files, including archiving and retention of finance records per policy.
- Attends meetings, conferences and training as required to stay abreast of new trends and innovations in the field of finance, budget, accounting and other types of public services as they relate to the area of assignment; participate on committees, task forces and work groups as assigned.
- Performs other duties, within City departments, as assigned by management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations; review and verify the accuracy of financial data and information.
- Ability to establish and maintain an effective working relationship with the City Manager, elected City Officials, other department heads, other City employees, vendors, customers, other governmental agencies, and the general public.
- Knowledge of current Internal Revenue Service Regulations regarding payroll and taxable revenues.
- Knowledge of computer system applications related to municipal accounting, budgeting and finance as well as Microsoft Office.
- Knowledge of municipal programs and service delivery systems.
- Knowledge of general principles of employee supervision as well as City Personnel Rules
- Ability to exercise sound, independent judgment within established guidelines.
- Ability to understand, interpret and apply laws, rules, regulations and ordinances and apply complex guidelines affecting the section activities; interpret governmental accounting rules and regulations; interpret and explain city accounting policies and procedures.
- Ability to coordinate multiple projects simultaneously; diagnose operational problems and take effective courses of action.
- Ability to communicate clearly, manage for results and lead organizational change.
- Ability to maintain complex financial records, and to analyze and prepare reports.
- Ability to read and interpret reports presented by consultants and other department, and to make succinct and concise summaries of such reports.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to work quickly and accurately to meet deadlines.
- Ability to deal with and resolve problems for the public.
- Ability to react immediately to the changing demands of the Finance Department.
- Ability to develop, supervise and evaluate staff effectively.

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EDUCATION AND EXPERIENCE:

Bachelor's degree in Accounting or related field; Five years of progressively responsible experience in professional accounting, general ledger, and payroll work; Two years supervisory experience. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300 Training; FEMA IS-700, FEMA IS-800 Training.

Preferred/Desirable Qualifications:

Municipal government experience; Certified Public Accountant.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

SPECIAL REQUIREMENTS:

Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware.

FLSA STATUS:

Exempt

PAY GRADE:

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The City of Milford assures Equal Employment Opportunities and equal education opportunities for employees and students as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.