

CITY OF CHATTANOOGA

Classification Specification Title: Accounting Manager

Department: Finance

Pay Grade: GS.14

Supervision Received From: Manager Financial Operations

FLSA Status: Exempt

**Supervisory Responsibility For: Accountant 1, Accountant 2,
Accountant 3, Accounts Payable Supervisor**

Established: 6/29/07

Revision Dates: 3/28/25;

8/27/24; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

The Accounting Manager (Manager) is responsible for the day-to-day operations of the Accounting and Accounts Payable functions for the City of Chattanooga, a government entity with a \$2 billion net position. The Manager works in coordination with several other Finance functions such as Treasury, City Court, Payroll, and Budget. The Manager role is a professional, managerial position requiring independent professional judgment to oversee the performance of complex accounting activities and to help ensure compliance with required standards, such as Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Federal Accounting Standards Board (FASB) and Office of Management and Budget (OMB) federal award regulations. The Manager coordinates the final production of the relevant financial reports such as the Annual Comprehensive Financial Report (ACFR) and the Popular Annual Financial Report (PAFR). The Manager coordinates appropriate content requirements in order to achieve the Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting. The Manager provides professional guidance to the Accounting and Accounts Payable staff on day-to-day operations including administering financial policies, programs, and processes for all types of funds. The Manager is also responsible for ensuring comprehensive testing of new computer system interfaces and troubleshooting, as well as investigating and resolving complex software interfaces related to posting, importing, and reporting errors.

SERIES LEVEL:

The Accounting Manager is a stand-alone position

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Manages Accounting and Accounts Payable staff to include prioritizing and assigning work, conducting performance evaluations, ensuring appropriate training, ensuring staff follow policies and procedures, maintaining a healthy and safe working environment and making hiring, termination, and disciplinary recommendations.

Manages and coordinates the preparation of a variety of financial statements on a modified accrual and full accrual basis. Prepares budgetary schedules, note disclosures, statistics, and single audit report for the preparation of the City's ACFR & PAFR and for management review and auditing activities ensuring compliance with GAAP.

Develops financial and supporting schedules for Federal, State, and external auditors. Responds to letters of confirmation and detailed questions and reviews payment and collection documents for inclusion in auditing files.

Compiles, analyzes, and researches financial data and accounting records to communicate financial information to various stakeholders.

Manages and organizes the daily activities by assigning staff high level review of various governmental, enterprise, internal service, debt service, special revenue, and pension funds.

Oversees seven degree accounting professionals directly and six Accounts Payable staff indirectly. Trains new employees in Accounting and Accounts Payable and coordinates the training of new financial personnel in all departments.

Works closely with the Chief Financial Officer and financial consultants when issuing new and refunding bonds for the City, as well as responding to rating agency questions for new bond rating reviews.

Attends education and training seminars to stay current on changes to Federal, State, and local compliance regulations and requirements.

Reviews and approves a variety of accounting transactions and activities, which includes journal entries prior to posting, access to the financial software system, daily check runs, and requests for new segments in the accounting structure.

Prepares the year-end calendar to assign, coordinate, and manage financial reporting deadlines. This includes sending instructions to Financial Managers and Fiscal Analysts to process construction and other payments on time and to submit a list of funds owed to the City as of June 30 in order to be recorded prior to the fiscal year-end closing.

Develops new financial processes and procedures for upper management approval and communicates new procedures to all city employees that perform financial related tasks within their respective departments.

Responds to other departments' questions and requests for clarification regarding various City policies and procedures such as payment procedures, travel, and tuition reimbursements.

Responsible for ensuring software owned or developed by the City facilitates accurate financial reporting and regulatory requirements. Develops report specifications and makes recommendations on software acquisition and implementation. Evaluates, approves, and makes recommendations for automated system and program enhancements and leads the setup and implementation of new software for the City's financial systems.

Designs and creates a wide variety of financial reports using report writer tools for management and City department personnel and participates in testing processes for the City's financial system patches and upgrades.

Participates in/on a variety of meetings, committees, task forces, and/or other related groups in order to receive and/or convey information.

Resolves software posting and interface errors, banking and general ledger differences, and prepares reconciliations between the property tax and water quality fees third party system and the City's financial system to ensure the accuracy of the account balances.

Manages the availability of standard forms and directions to employees.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or related field with six (6) years of progressively responsible professional accounting experience, including supervisory experience or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) certification preferred.

KNOWLEDGE AND SKILLS:

Knowledge of supervisory principles; governmental financial reporting requirements; ACFR preparation and related requirements; accounting principles; mathematical principles; analytical methods; payroll processes; 1099 reporting requirements; applicable Federal, State and Local laws, rules, regulations and standards; financial and governmental accounting principles and practices; investment banking principles; GAAP requirements; automated financial accounting systems; statistical methods; electronic data processing principles; GASB requirements and the Government Finance Officers Association requirements concerning the Certificate of Achievement for Excellence in Financial Reporting.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; preparing a variety of accounting statements, forms, schedules, disclosures and statistics; handling multiple tasks simultaneously; conducting research; analyzing and reviewing payroll taxes and deductions for accuracy; preparing and maintaining accounting records and information; reconciling accounts; using a computer and related software applications; interpreting and applying applicable laws, rules, regulations and standards; preparing reports; interpreting, analyzing and exercising independent and decisive judgment; securely handles private and confidential information; and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.