



CITY OF AUBURN
invites applications for the position of:
**Accounting & Financial Reporting
Manager I**

25 WEST MAIN STREET
AUBURN, WA 98001
HUMAN RESOURCES: 253-931-3040
www.auburnwa.gov

An Equal Opportunity Employer

SALARY

<u>Monthly</u>	<u>Annually</u>
\$6,664.36 - \$8,192.08	\$79,972.32 - \$98,304.96

OPENING DATE: 03/28/18**CLOSING DATE:** Continuous**DEPARTMENT:** Finance**POSITION******First Review of Applications: April 11, 2018******DETAILS:**

This position performs professional and management-level work in support of the Finance Director and Assistant Finance Director. The incumbent is responsible for supervising the accounting functions including, but not limited to, the general ledger; union environment payroll, benefits and related tax processing and reporting; accounts payable and receivable, fixed assets; cash and debt management; updating accounting policies and procedures, and preparation of the Comprehensive Annual Financial Report (CAFR). This position supervises assigned staff in the accounting division. The incumbent also completes special, confidential accounting projects and activities as assigned.

PRIMARY DUTIES

*Prepares journal entries, financial reports, notes, and required supplementary information and statistics for the Comprehensive Annual Financial Report.

*Maintains and applies knowledge of government accounting principles and practices including, but not limited to, Governmental Accounting Standards Board (GASB) pronouncements; Budgeting, Accounting, and Reporting System (BARS) manual requirements of the State of Washington; and other applicable laws, regulations, and guidelines.

*Performs in-depth analysis and reconciliations on a monthly, quarterly, and yearly basis; including preparation of journal entries as required.

*Implements and monitors internal controls to safeguard City financial assets.

*Provides assistance to the Washington State Auditor's Office staff in audits of the individual fund accounting records and financial statements, as well

as other requests assigned.

*Analyzes work processes and makes process improvement recommendations; assists departments in implementing process improvements.

*Monitors and audits the processing of accounting transactions for accuracy, timeliness, and proper accounting treatment in accordance with applicable laws, policies, technical guidance and labor agreements.

*Plans, prioritizes, and organizes workflow in order to meet position and departmental goals and deadlines.

*Trains, supervises, motivates, and evaluates employees' work performance, including making recommendations on hiring, promotions, and potential discipline, including termination.

*Performs research and makes recommendations to appropriate personnel; performs analysis of a variety of complex and technical reports and financial documents.

*Provides a high level of customer service when responding to the needs of citizens, city staff, other agencies, and other contacts.

*Compiles financial information; performs analytical review; and prepares summary reports on a monthly, quarterly, and yearly basis.

*Uses computer programs to generate special reports.

*Uses word processing and complex spreadsheet applications extensively.

*Works effectively and courteously with other employees, sales personnel, and vendors.

*Maintains records and prepares written reports with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

*Researches and analyzes information for special requests and special accounting projects, as requested by the Finance Director and/or Assistant Finance Director.

*Transcribes, types, and/or prepares correspondence, memorandums, reports, agendas, minutes, and other information.

*Safely uses office equipment including copier, facsimile machine, 10-key, and other office machinery.

*Exercises sound and ethical judgment in the decision making process.

*Regular, reliable, and punctual attendance.

*Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule, onsite (appropriate City sites).

*Works effectively under pressure and with frequent interruptions.

*Completes work and projects in a thorough and timely manner.

*Understands and follows directions from supervisors, posted work rules, and procedures.

*Works courteously and effectively with public officials, citizens, contractors, vendors, developers, supervisor, and other employees, both in person and over the telephone; assisting them with a wide variety of information pertaining to City and department.

*Shows initiative in performing job functions

*Performs other work related tasks as required.

* = Primary function. Other primary functions may be identified on a position-by-position basis.

**MINIMUM
QUALIFICATIONS**

Bachelor's degree in Finance, Accounting, Business, or closely related field, AND three (3) years of professional accounting experience with progressively increasing responsibility; OR a combination of education, experience, and training that would indicate successful completion of the responsibilities listed above.

Experience in a municipal setting is highly desirable.

A Certified Public Accountant (CPA) certificate/license is highly desirable.

**ADDITIONAL
INFORMATION**

WORK CONDITIONS

The employee works indoors in a clean, climate-controlled workspace. The employee is required to sit for long periods of time, talk, and hear; frequently required to use hands to finger, feel, or handle writing utensils, computers, and/or office supplies which require repetitive arm, wrist, and hand movement; occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend, and/or crawl. Specific vision abilities include close, distant, color, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to lift and/or move up to 20 pounds. The position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. The employee is required to maintain confidentiality of information within the department. The employee may be required to deal with disgruntled individuals requiring the use of conflict management skills. The employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure, tact, patience, and courtesy at all times.

REPORTING RELATIONSHIPS

Under the general direction of the Assistant Finance Director, the employee performs the duties as outlined above, determines procedures, and utilizes assigned personnel to accomplish established work plans in accordance with prescribed accounting principles and applicable federal, state, and municipal laws. Independence and judgment are exercised within general policy and budget requirements. Unusual cases are referred to the Assistant Finance Director. Work is reviewed through periodic discussions and evaluation of operations in accomplishing goals.

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Accounting & Financial Reporting Manager I Supplemental Questionnaire

- * 1. Please indicate your highest level of education completed:
- High School Diploma/GED
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - N/A
- * 2. Please list any degrees or professional certifications obtained: (if none, write N/A)
- * 3. Please indicate your years of professional accounting experience with progressively increasing responsibility:
- Less than 3 years
 - 3 - 4 years
 - 4 - 5 years
 - 5 or more years
- * 4. Please indicate your years of experience working in a supervisory position:
- Less than 1 year
 - 1 - 2 years
 - 2 - 3 years
 - 3 or more years
- * 5. Do you have experience working in the public sector?
- Yes No
- * 6. Do you have a current Certified Public Accountant (CPA) certificate/license?
- Yes No
- * 7. Do you have experience in any of the following accounting functions (check all that apply):
- General Ledger
 - Union Environment Payroll
 - Benefits & Related Tax Processing & Reporting
 - Accounts Payable
 - Accounts Receivable
 - Fixed Assets
 - Cash and Debt Management
 - Updating Accounting Policies & Procedures
 - Preparing the Comprehensive Annual Financial Report (CAFR)
 - None of the above
- * 8. Briefly describe your experience compiling financial information, performing analytical reviews, and/or preparing summary reports on a monthly, quarterly, and/or yearly basis.
- * Required Question