

Council Bill/General Ordinance No. 3009-2023
Sponsor: _____

AN ORDINANCE

AMENDING Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, by adding a job description for Accounting Manager.

WHEREAS, the formal adoption of the job description for Accounting Manager is required; and

WHEREAS, the proposed job description accurately reflects the duties performed; and


WHEREAS, the administration has reviewed this matter and has recommended the course of action taken herein.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MOLINE, ILLINOIS, as follows:

Section 1 – That Chapter 24, "PERSONNEL," of the Moline Code of Ordinances, Section 24-3207, Appendix 1, is hereby amended by adding a job description for Accounting Manager, provided said job description is substantially similar in form and content to that attached hereto as Exhibit A.

Section 2 – That this ordinance shall be in full force and effect from and after passage, approval, and if required by law, publication in the manner provided by law.

CITY OF MOLINE, ILLINOIS

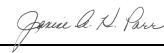
DocuSigned by:


Mayor

March 21, 2023
Date

Passed: March 21, 2023

Approved: April 11, 2023

Attest: 

City Clerk

GRADE	N11
FLSA	E
WC	8810
EEO	01/10
POSITION	274

JOB TITLE: ACCOUNTING MANAGER**CHARACTERISTICS OF THE JOB**

Under direction of the Assistant Finance Director, manages and coordinates the activities of the Accounting Division in support of policies, goals and objectives established by the Finance Department by performing the following duties personally or through subordinate employees. Work is performed exercising considerable initiative and independent judgment in carrying out assigned duties within the guidelines of established policies and goals.

EXAMPLES OF DUTIES Other duties may be assigned.

Oversee all areas of accounting, including payroll, General Ledger, accounts payable, accounts receivable, cash receipts, internal control, internal and external financial reporting, reconciliations, preparation of journal entries and calculating accrual entries in accordance with GAAP requirements.

Prepare monthly and annual financial statements for distribution to the City Council and Department Directors. Assist with the preparation of various financial reports as required by the City of Moline, State of Illinois and Federal Government.

Assist in coordinating the City's annual audit including preparing and review of all audit work papers, working with independent audit staff and submitting the City's Comprehensive Annual Financial Report to the Government Finance Officer's Association for consideration of the "Certificate of Achievement for Excellence in Financial Reporting."

Assist in preparing and reconciling the annual "Budget Review Book" presented to the Mayor and City Council for review and adoption of the annual budget. Assist in preparing the final budget document for publication and submission to GFOA for consideration of the "Distinguished Budget Presentation Award."

Assist with overseeing all Federal and State Grants for the City, and ensure compliance with the Single Audit.

Oversee and reconcile the General Ledger for month-end and year-end closing, including bank reconciliations. Ensure all monthly, quarterly and annual payroll tax and pension reports are reconciled and filed timely.

Maintain the City's Chart of Accounts, including creating/deleting account #'s and project codes.

Coordinate and ensure timely payments for all of the City's outstanding debt.

Assist the Finance Director with coordinating cash management functions for the City, including maintaining the investment portfolio, reconciling Pooled Cash and overseeing payments by wire or ACH for: investment funds, payroll, debt service, A/P payments, health claims, etc.

Attend meetings, conferences, workshops, training sessions and review publications & other materials to become and remain current on principles, practices and new developments in Governmental Budgeting and Accounting.

Supervise, direct and train Accounting Division employees. Monitor work for accuracy and completeness.

Hire, transfer, suspend, lay off, recall, promote, discharge, direct, evaluate, reward and discipline employees; adjust employee grievances; or recommend any of these actions.

Work with Human Resources on audit and pension inquiries, payroll processes, budget projections, etc.

Develop standardized work procedures consistent with parameters set by the director to improve the efficiency of subordinates.

Ensure duties assigned are carried out in compliance with local, state and federal regulations and laws and conformance to acceptable standards and practices.

Conduct and/or coordinate special projects.

REQUIREMENTS

Training and Experience

Bachelor's degree or equivalent from an accredited college or university in accounting or a related field and four (4) years progressively responsible related experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities

Thorough knowledge of governmental accounting and generally accepted accounting principles; good knowledge of the laws and regulations that impact the work performed; working knowledge of governmental accounting practices and procedures; knowledge of generally accepted office procedures, practices, systems and equipment; general computer operations and governmental accounting procedures in accordance with the Governmental Accounting Standards Board (GASB).

Exceptional skill in customer service and in maintaining effective working relationships; working harmoniously with other employees; excellent skill in typing, data entry, arithmetic calculations and operating office machines with good accuracy and speed to satisfy departmental needs; verbal and written communications; skill in the use of Microsoft Office and accounting software, CentralSquare Technologies preferred, and report generator software, COGNOS preferred.

Ability to maintain absolute confidentiality of the materials and situations encountered on the job; analyze and interpret complex financial information; create and reconcile complex accounting journal entries; solve complex accounting problems and prepare corresponding journal entries. apply accounting principles and procedures to the maintenance of financial records and general ledgers; perform detailed work involving written and numeric data; make arithmetic calculations rapidly and accurately; plan and organize work using various inter-related software applications; give work instruction to others; exercise sound judgment in making decisions in accordance with ordinances, regulations and established departmental policies; solve practical problems; demonstrate leadership and integrity in all work interactions and learn new systems and work methods.

Licenses, Certification and Registrations

- Valid Illinois driver's license or equivalent.

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear and occasionally required to stand, walk and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet. Must be able to perform physical activities frequently at a sedentary demand level and occasionally at a light demand level.

Finance

