CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 342.3

Job Title: **ACCOUNTANT MANAGER**

Pay Grade: 27

GENERAL SUMMARY:

Oversees the accounting and financial systems for a City department and performs complex cost accounting work. Develops and implements financial planning and budgeting procedures and evaluates, develops and implements accounting systems and procedures.

RESPONSIBILITIES:

- Develops and implements goals, policies, and priorities relating to financial management, budget, accounting and payroll.
- Oversees and participates in the preparation of various accounting and financial statements and reports. Ensures statements and reports reflect events and progress of the department. Submits reports for management review.
- Ensures interdepartmental accounting documents comply with management's policies and professional and institutional standards and guidelines.
- Ensures all published financial data is accurate and in accordance with standards established by the Governmental Accounting Standards Board (GASB).
- Creates, implements and evaluates accounting systems, standards and procedures to ensure quality performance of the accounting function. Recommends changes to automated accounting systems as needed.
- Assists in the development and implementation of department-wide internal audit programs.
- Reviews and approves all vouchers for payment.
- Analyzes budget information and other related accounting material, and makes recommendations as appropriate.
- Manages, trains, evaluates and provides guidance to assigned accounting and financial personnel.
- Coordinates financial operations with City departments.
- Handles special projects or requests.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field such as Finance, with a minimum of 9 hours in Accounting.

A Master's degree in Accounting, Business Administration or a closely related field with 9 hours in Accounting may be substituted for two years of the experience. A CPA is preferred.

SPECIFICATIONS: (continued)

EXPERIENCE:
Six years of progressively responsible professional accounting experience, with two of the years as a supervisor, are required.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors could lead to significant expenses and inconveniences. Work is typically performed under limited to general supervision. In addition, the incumbent may have some participation in setting work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a Manager.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Accountant Associate
Accountant
Senior Accountant
Accountant Supervisor
Accountant Manager