**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Finance Department*

## *Accounting Manager*

## GENERAL STATEMENT OF DUTIES:

The Accounting Manager provides leadership and direction to maintain and improve departmental efficiency and staff morale. The position supervises, plans, and organizes the operations and staff of the Finance Department staff under administrative direction of the Finance Director.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Manage department in the daily and monthly accounting functions including accounts receivable, accounts payable, payroll, benefits, retirement coordination, and general ledger transactions and reporting.
* Directs Department operation; provide leadership, direction to employees; reviews schedules and assigns work, provides staff support; answers questions, resolves inter/intra-departmental problems, participates in the hiring process and any disciplinary actions that are necessary.
* Act as a liaison between Finance Department and other town departments.
* Process monthly reports in regards to dog fund and submit yearly reports to Department of Agriculture.
* Review revenues and expenditures to ensure compliance with the budget appropriation; monitors revenue and expenditures and communicates to departments.
* Perform banking transfers and monitors Town’s cash flow position. Resolves banking problems; set up new checking accounts and works closely with banking representatives.
* Manages general accounting functions including financial reporting, account coding, account balancing and reconciliation, accounts payable, accounts receivable, payroll and collections, maintains accounting records, ledgers and controls.
* Troubleshoot financial operating problems; analyzes financial transactions to resolve problems.
* Prepare and balances all special revenue accounts.
* Apply deposits for all departments.
* Take on any and all roles defined in the Finance Director’s essential duties & responsibilities as needed, including during absence.
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under direct supervision of the Finance Director
* Works under the general supervision of the First Selectman

## SUPERVISION EXERCISED:

* Oversees finance department staff
* Aids in overseeing the finances of the Tax Collector’s Office, Assessor’s Office, and Town Clerk’s Office.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles
* Knowledge of State and local government statutes, rules, ethics, and similar recommended practices governing municipal finance employees and operations
* Knowledge of Town of Seymour policies and procedures
* Knowledge of budget management methods and techniques
* Skill in preparation of financial statements and financial reports
* Skill in following and effectively communicating verbal and written instructions
* Excellent planning, time management, interpersonal communication (including verbal and written), decision making, presentation, organizational, and customer service skills.
* Skill in formulating, recommending and administering accounting and financial policies
* Excellent leadership, interpersonal, and team-building skills
* Computerized financial, payroll and human resource information systems, spreadsheet and word-processing programs, and email at a highly proficient level

## EXPERIENCE AND TRAINING:

* A Bachelor’s degree in accounting or a closely related field such as finance or business management from an accredited college or university or a high school diploma and equivalent work experience is required.
* A master’s degree in finance, business, or public administration is preferred but not required.
* Seven to ten (7-10) years relevant accounting experience.
* Possession of a C.P.A. is desirable.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head, the Finance Director, in an annual meeting scheduled each January
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and a mid-year review each July.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.