

FINANCIAL MANAGEMENT ACCOUNTANT

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of complex professional level duties involving the City's cash management and investment programs; to monitor, analyze and interpret investment portfolio performance and make decisions regarding asset allocation and optimal investment instruments; to develop, implement and ensure compliance with City-wide cash handling and cash collection procedures; and to performs financial analysis and accounting functions.

Supervision Received and Exercised:

Receives direction from the Controller or from other supervisory or management staff.

Exercises direct supervision over technical accounting staff position.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develop and implement a program to ensure City-wide compliance with established cash handling and cash collection procedures; schedule and perform departmental reviews for compliance with established procedures and provide guidance, support and training to departmental personnel in appropriate cash handling and cash collection techniques.
- Provide guidance and support to IT and various levels of management and staff throughout the City with regards to POS systems/subsystems, and provide guidance for various aspects of recording incoming revenue and reconciliation procedures.
- Develop policies, procedures and cash flow projections to maximize investment opportunities and ensure safety and liquidity in the portfolio; compile, monitor, analyze and interpret investment portfolio performance reports and make decisions in accordance with the City's investment policy; analyze and interpret investment portfolio performance results and revise asset allocations; keep abreast of the fixed income bond market and current economic conditions.
- Prepare and monitor the interest income revenue forecast; develop and maintain cash flow forecasts for operating, debt service and capital project funds of the City.

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Financial Management Accountant (continued)

- Coordinate all banking functions as the bank liaison for the City.
- Prepare accounting journal entries to record investment activity, interest allocations, state shared revenue, property tax revenue, and other financial transactions.
- Review, analyze and monitor financial aspects of specific City contracts and agreements; create spreadsheet to calculate and track certain financial data
- Reconcile investments to the general ledger; reconcile trust bank accounts to the general ledger; maintain bond records; coordinate all debt service payments with the bank; prepare accounting journal entries to record bond issuances and debt service payments.
- Maintain ongoing contact with outside entities such as banks, bond brokers, trust companies, State Treasurer's office, and Local Government Investment Pool as regards investment related matters.
- Prepare monthly investment and cash management status reports for distribution to City management.
- Prepare specific financial documents, statistical summaries and other materials for inclusion in the City's Comprehensive Annual Financial Report; research and summarize data; ensure compliance with certain accounting standards; prepare specific audit lead schedules; and interact with external auditors.
- Make recommendations and implement policies with regard to the City's system of internal controls with emphasis on cash management.
- Plan, assign and review work of technical level accounting staff; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures including performance improvement plans, and provide guidance on the individual development plans.
- Other duties as assigned.

Minimum Qualifications:

Experience:

Three years of professional accounting, cash management or investment portfolio management experience, preferably in a municipal or government environment.

Education:

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Financial Management Accountant (continued)

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance or degree related to the core functions of this position.

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None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 335

Status: Exempt / Classified