

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Accounting Manager II

**CLASS CODE:** 1446

### GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are responsible for overseeing the accounting functions and/or financial management of a major City department or a City-wide functional area such as Accounts Payable, Accounts Receivable, Financial Reporting, Federal Grants Management, and Payroll. Positions in this class supervise Accounting Manager I, professional accountants and support staff.

### DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Fiscal Series – Accounting Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include managing the activities of a major accounting or financial function and supervision of Accounting Manager I, professional accountants and support staff.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

### EXAMPLES OF WORK (Illustrative Only):

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Coordinates the activities of a major accounting unit or function, such as payroll.

Oversees subordinate personnel in the performance of daily operations; assigns tasks and monitors progress.

Supervises the maintenance of journals and entries; reviews reports to ensure accuracy.

Reviews procedures to determine if detailed and accurate documentation exists; proposes new procedures to increase efficiency/quality of operations.

Balances and approves reports, such as payroll.

Supervises posting and posts to computerized general ledger; supervises the compiling and posting of information into subsidiary ledger accounts.

Responds to inquiries and complaints regarding particular unit or function.

May manage the purchasing of materials and approve payment of purchase orders and direct pay vouchers.

May assist with preparation of budget.

May review status of funds.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

##### **Human Interaction:**

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computers, calculator, and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as requisition requests, journal entries, technical operating manuals, regulations, procedures, and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform mathematical operations involving basic algebra; requires the ability to interpret descriptive statistics.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, such as accounting system reports.

Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as using a computer.

**Education and Experience Statement:**

Bachelor's degree in Accounting with a minimum of five years responsible, complex accounting experience, including three years supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.