

ACCOUNTING MANAGER

PURPOSE AND NATURE OF WORK

Purpose of the position is to serve as the principal accounting officer for Lafayette City-Parish Consolidated Government. Incumbent is responsible for oversight and management of the accounting and reporting of all LCG financial transactions, ensuring compliance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) pronouncements, and all local, state, and federal laws, policies and procedures. Position is responsible for managing and participating in the work of a professional staff engaged in the recordation and reconciliation of revenues, expenditures, assets, and liabilities culminating in the production of the Annual Comprehensive Financial Report (ACFR) utilizing the Government Finance Officers Association award standards.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Oversees and performs the identification, evaluation, and application of emerging and existing best accounting practices and related federal, state, and local statutes. Develops and implements accounting related instructions, policies and procedures. Serves as an advisor and technical expert on accounting issues for departmental directors, LCG staff, CFO, and the legislative and executive branches of LCG. Acts as lead in the review, analysis, and recordation of financial transactions related to complex funds and programs. Responsible for maintaining the chart of accounts with respect to the balance sheet, establishes appropriate asset and liability accounts, defines the accounts' corresponding relationships to funds and departments within system software, and advises LCG management and staff on the proper use of such accounts. Participates in and acts as the Accounting lead on all LCG financial and accounting related software implementations. Reviews monthly, quarterly, and annual reports and financial data produced by staff, reviews and approves journal entries, reviews and approves bank account and other reconciliations, resolves problems associated with entries, and acts as lead in the monthly and annual closing of LCG's financial records. Reconciles accounting data with monthly summaries, certifies accuracy of financial statements, and analyzes future expenses to determine cash requirement needs. Prepares complex ad hoc financial and analytical reports using multi-year financial data for use by management in making critical operational and financial decisions. Produces monthly, quarterly, annual, and ad hoc financial statement reports and proformas used by management, bond council, bond underwriters, independent auditors, and consultants. Directs and participates in the resolution of complex fiscal, financial, and accounting problems. Participates in and oversees the recordation of revenues collected such as sales and property tax, and the generation of corresponding analytic reports and forecasts. Oversees the investment program of LCG which includes the forecast of cash balances, establishing term of investments, and working closely with investment advisors. Acts as lead contact for external auditing agencies in the production of the ACFR and other regulatory agencies such as the Internal Revenue Service. Oversees regulatory tax reporting such as sales tax, payroll taxes, and the issuance of 1099's and W-2's. Oversees the timely payment of all LCG obligations to include but not limited to taxes, employee payroll, employee retirement and insurance benefits, debt payments, and costs of infrastructure. Directs and participates in the compilation of eligible expenses and disaster reimbursement requests through FEMA and other agencies, and the monitoring of collections and appeals. Oversees the function of non-disaster grant reimbursements and compliance reporting. Conducts and oversees the preparation, analysis, and development of account reconciliations, schedules, statements, notes, and other reports used by auditors to complete the annual financial report. Manages and supervises a large professional and clerical staff. Responsible for the preparation, submission, and monitoring of the divisional budget. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of governmental accounting principles, methods and budget preparation, including their application to public utility accounting.

Thorough knowledge of the applicable laws, regulations, procedures and processes governing the receipt, investment and expenditure of governmental monies.

Thorough knowledge of business software applications such as Office products, accounting systems, and financial reporting systems.

Considerable knowledge of the general principles of public utility finance administration and financial reporting.

Ability to design and install accounting and financial reporting systems.

Ability to interpret complex financial data and communicate information to staff and elected officials.

Ability to track, identify, and review legislation that may impact financial transactions and other accounting influences.

Ability to communicate effectively with all levels in the LCG hierarchy.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Accounting and considerable working experience in public or private accounting, but preferably in governmental accounting; or any equivalent combination of training and experience. A CPA license and/or Master's degree would be highly desired but not required.