
JOB DESCRIPTION

TITLE: ACCOUNTING MANAGER

POSITION SUMMARY:

1. Under general supervision of the Village/Town Clerk/Treasurer and the Village Administrator, the Accounting Manager shall be responsible for maintaining the Village and Town of Somers accounting functions and related financial reporting. This responsibility includes, but is not limited to, financial reporting, financial data processing, payroll, budget development, accounts receivable, accounts payable, utility billing, cash reconciliation, internal control and implementation of accounting policy. This position shall report on a daily basis to the Village/Town Clerk/Treasurer.
2. The Accounting Manager serves as an in-house resource for accounting and record keeping for all matters as it relates to matters as mentioned in paragraph 1 above. In this capacity, he/she will analyze and evaluate financial accounts, develop and implement best in practice accounting procedures and perform related work as required to substantiate all the Village and Town financial accounts. He/she collaborates with the Village/Town Clerk/Treasurer on fiscal related items when it relates to front office operations.
3. He/she serves the Village and Town Board by providing financial reports and data required for their review and decision-making process as well as recommending accounting procedures and solutions as necessary.
4. This is a non-represented position and is considered part of management providing direction and leadership to both financial and non-financial staff in all fiscal and accounting related issues.

EXAMPLES OF WORK: (Illustrative Only)

1. Administers the fiscal operations of the Village and Town of Somers and all of its respective funds (i.e.: General Fund, Capital Improvement Fund, Water and Sewer Utilities, TIF Districts).
2. Identifies, recommends, and implements efficient financial procedures and methods.
3. Controls systems for internal department use by department heads to manage their fiscal responsibilities.
4. Maintains requisite journals and ledgers to high standard necessary to maintain the Village and Town's Utility Funds reporting functions and the corresponding reimbursement programs applicable under state and federal standards.
5. Undertakes budget studies and assists in the planning and development of all Village and Town budgets by conferring and collaborating with the Administrator, Village/Town Clerk/Treasurer, and Village and Town Boards to provide all their requirements for technical assistance and accounting support.

Village of Somers
7511 – 12th Street
P.O. Box 197
Somers, Wisconsin 53171

6. May be assigned duties to research funding or funds for special projects, studies, programs, services, or operations necessary to fill the needs of the Village or Town and the Village Utility Districts.
7. Responsible for preparing Annual State Form C , PSC Report and all financial cycle reporting both internal and external.
8. Coordinates with Village/Town Clerk/Treasurer and the Village Administrator on financial oversight of all contracts to help insure financial compliance by all parties.
9. Prepares short and long-range recommendations for fiscal operations in accordance with government accounting standards.
10. Analyzes and prepares fiscal, accounting, and management reports for the Village & Town Boards and Village Administrator.
11. Performs other duties as required or assigned, i.e.: Village & Town Assets, Inventory Control and oversight of Village Payroll.
12. Assist Village Administrator in researching grants and ensures compliance with grant accounting requirements, includes ensuring expenses are allowable.
13. Assists in monitoring monthly departmental financial performance. Reviews actual expenditures compared to established budget, identifying variances and communicates with the Village/Town Clerk/Treasurer and Village Administrator.
14. Reviews and prepares departmental budget adjustments. Notifies department heads and Village and Town Boards of all expenditures exceeding budgeted amounts. Reviews requested adjustments for fund availability.
15. Coordinates with the Auditors of the Village & Town for preparation of the annual report of the Village & Town Financial Accounts.

QUALIFICATIONS:

1. Comprehensive knowledge of accounting principles, functions, and terminology.
 - Governmental Accounting Principles are a plus but not mandatory
 - Working knowledge of MSI Software a plus
 - Demonstrated computer skills.
 - Working knowledge of Microsoft Office
 - Intermediate (or above) skill level in excel spreadsheets.
 - Demonstrated general ledger management experience.
2. Utilities financial accounting knowledge desired.

3. Ability to establish and maintain satisfactory working relationship with other employees, the public and elected officials.
4. Ability to exercise sound judgment and discretion in applying and interpreting policies, rules, and regulations.
5. Ability to evaluate alternatives and their effectiveness and present results to Town Officials with implementation of changes as directed by the same.
6. Demonstrated problem solving skills.
7. Good communication skills, verbal and written.
8. Committed to continuous professional improvement.

EDUCATION, TRAINING, AND EXPERIENCE:

Possession of a Bachelor's Degree from an accredited college or university with a major in accounting or equivalent work experience. Successful candidate will possess the required knowledge, skills, and abilities to perform complex financial record keeping in a government setting.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

PHYSICAL REQUIREMENTS:

{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:

- Ability, to sit for extended periods of time while viewing and working on a computer.
- Ability to access department files.
- Ability to enter and retrieve information from computers.
- Ability to retrieve files from storage vault.
- Ability to lift 50lbs.