



## Senior Accounting Manager

EEO Class Code: Administrative Support Worker

Union Status: Unclassified

FLSA Code: Exempt

# The Town of Pembroke Park Job Description

**Department:** Budget & Finance

**Supervises:** None

**Position Reports To:** Finance & Budget Director

**Sworn:** No

### Job Specifications

#### NATURE OF WORK

The Senior Accounting Manager is responsible for providing administrative, financial, and clerical support services in accounts payables, and purchasing, and accounting operations for the Town of Pembroke Park. This position is primarily responsible for creating purchase orders, preparing journal entries, and processing check request forms, and submitting payments in accordance with Town finance and procurement regulations. This position involves a large amount of data entry and occasionally participates in grants and vendor relationship management.

#### ILLUSTRATIVE TASKS

Tasks required of those in the position of Senior Accounting Manager include, but are not limited to:

- Reviewing and processing payment of invoices to vendors and reimbursements to employees and non-employees in accordance with financial and governmental accounting principles, state and Town policies and regulations.
- Reviewing, processing, and following up on purchase orders, invoices, travel authorization reports, travel expenditure reports and credit card expenditures.
- Research, resolve, and respond to vendor, employee, and project manager inquiries regarding account status; investigate and resolve problems associated with invoice processing and communicate resolution of discrepancies to appropriate personnel.
- Review payment documents for accuracy and appropriate documentation prior to inputting for payment into the financial system.
- Effectively use complex integrated business applications, financial accounting systems, MS Excel, and Word to create and maintain financial documentation.
- Communicate and collaborate effectively, both verbally and in writing, across multiple diverse departments, management levels, vendors, and other non-financial departments.

- Prepare purchase orders for supplies, materials, good, and services.
- Work closely with specific departments to place orders, ensure that purchases are recorded at the time of request, and submit these orders for approval.
- Maintain detailed purchase records documenting capital expenditures to fixed assets software.
- Develop and maintain partnerships with suppliers, purchasing staff, and other employees, including managers and supervisors.
- Reconcile credit card accounts and allocating expenses to appropriate departments monthly.
- Compensate any outside vendors for services rendered.
- Enter financial data accurately and efficiently.
- Maintain vendor invoice files, support annual financial audit, and perform other duties as assigned within the Budget & Finance Department.
- Prepare and print checks for supervisory review and file all payment documents as needed.
- Participate in the completion and preparation of regularly scheduled year end activities and reporting.
- Coordinates and attends all Town events.
- Assist with grant application, tracking, and reporting, as assigned.
- Reconcile any invoice/payment discrepancies for payments to vendors.
- Perform monthly bank reconciliations.
- Help prepare and organize materials for internal and external audits.
- Update and monitor subsidiary ledgers and purchases of all Fixed Assets.
- Assist Director, Budgeting & Finance with the maintenance of Chart of Accounts; help prepare any journal entries as needed.
- Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Employees in the position of Senior Accounting Manager should have experience with:

- Knowledge of principles and practices of data entry accounting concepts and procedures.
- Skill in accounting methods, forms, and techniques.
- Ability to interact professionally with departmental personnel, officials, consultants, and the general public.
- Strong knowledge of General Accepting Accounting Principles (GAAP) and standards
- Ability to perform mathematical functions related to accounting processes.
- Advance knowledge and skill in Microsoft Office Suite, including Excel.
- Skill in gathering and compiling data into spreadsheets or databases.
- Skill in and ability to performing financial research and report preparation methods and techniques.
- Skill in performing detailed analysis of financial reports.
- Skill in and ability to appropriate evaluates issues and create solutions.
- Skill in applying general bookkeeping procedures.
- Ability to develop spreadsheets, report formats. Ability to create and apply formulas and macros.
- Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training and experience.
- Ability to type with accuracy.
- Ability to operate computers, software, and electronic devices.

- Ability to communicate effectively both orally and in writing.
- Ability to maintain accurate files.

Ability to establish and maintain harmonious working relationships with supervisor, customers, other employees, other departments, other governmental and regulatory agencies, and the general public.

## **MINIMUM REQUIREMENTS**

- Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration, or a related field.
- Five (5) years of experience in accounting, bookkeeping, accounts payable, payroll, and/or purchasing position.
- Must possess and maintain a valid Florida driver's license.
- An equivalent combination of education and experience may be considered.

## **PREFERRED REQUIREMENTS**

- Master's degree in accounting, Finance, Business Administration, Public Administration, or a related field.
- Certified Principal Accountant (CPA)
- Previous accounting experience with a governmental agency
- Experience using Tyler Technologies software

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work at a computer station for an extended period.

