



**ADMINISTRATION DEPARTMENT
JOB DESCRIPTION**

Accounting and Finance Manager

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City and the Water & Sewer Utilities.

EXAMPLES OF WORK PERFORMED:

- Supervises a staff of three, with focus areas of Payroll and Cash; A/P and A/R; and Utility Billing.
- Oversees the processing of all accounting transactions, payables, receivables, general ledger, payroll, utility accounting, capital spending and year-end accounting.
- Manages and supervises assigned responsibilities within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Prepares monthly and annual financial reports for council review.
- Prepares and collects taxes according to Wisconsin Statutes. Balances and settles tax collections with County Treasurer.
- Manages City fund levels to maximize interest earnings and safeguard City assets. Reviews investment returns and makes appropriate journal entries.
- Provides oversight for cemetery sales, recordings, and questions.
- Ensures the recording of fixed asset acquisition and disposition.
- Coordinates with auditor for the completion of the annual financial audits; manages preparation of materials requested by auditors.
- Oversees the monthly utility billing process.
- Maintains Water & Sewer accounting records including property, inventory, and fixed assets.
- Attends Water & Sewer Commission meetings, provides necessary data for meetings, records the minutes of the meetings

- Prepares and files Public Service Commission rate increase requests.
- Assists in preparation of the City and Utility budgets as needed.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Serves as City Treasurer

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Wide range of intellectual and practical problems; nonverbal symbolism; comprehend most abstruse concepts. Arithmetic, algebraic, and geometric calculations. Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting and reporting systems.

Skill in the operation of listed tools and equipment.

Ability to report, write, or edit articles for publication; prepare deeds, contracts, leases, or mortgages; interview, counsel, or advise people; evaluate technical data. Ability to communicate effectively, verbally and in writing, with employees; customers who have inquiries; suppliers/vendors for payments and contracts; the general public for taxes; community or trade/professional organizations such as Treasurer’s Associations; Federal/State governmental or regulatory agencies for intergovernmental payments, etc.; banks for deposits, and investments. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to establish and maintain effective working relationships with employees, city officials. Employee will be familiar with details of job to do it reasonably well within 1 year.

TOOLS AND EQUIPMENT USED:

Computer with word processing, database, spreadsheet, and payroll/budget programs; telephone; Copy/scanner/fax machine; calculator.

CONFIDENTIAL DATA:

Confidential data includes W-2 information, customer bank information and health insurance bills.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

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

While performing the duties of this job, employee constantly uses eye-hand coordination, hears. Employee frequently stands; sits; walks; drives motor vehicles; reaches; grasps; holds; keyboards; uses repetitive movements; talks; uses the telephone; has contact with the general public/customers; works alone; stoops, kneels, crouches or crawls; climbs stairs. Employee occasionally climbs ladders.

Employee must be able to lift up to 25 pounds; occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: Bachelor’s degree in Accounting or related field is required.
2. Five years’ experience performing upper-level accounting and financial management tasks, including at least three years of supervisory experience, is required. Direct experience in municipal budgeting, utility accounting and/or municipal fund accounting is highly desirable.
3. Any equivalent combination of education and experience will be considered.
4. CPA or CPFO designation a plus.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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

While performing the duties of this job, employee is frequently exposed to significant work pace/pressure when preparing budgets, taxes, vouchers to avoid extra costs to City; occasionally exposed to noise during remodeling, temperature extremes with heating system.

POSITION ACCOUNTABILITY:

REPORTS TO: Administration Director

SUPERVISION EXERCISED: Accounting Specialists with focus areas of Payroll and Cash; A/P and A/R; and Utility Billing Specialist. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, assisting with the selection of new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, approving discharge, recommending salary increases.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 6/12/01

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