



CITY OF ROCKVILLE
invites applications for the position of:

Director of Accounting

SALARY: \$109,125.00 - \$180,056.00 Annually

OPENING DATE: 03/12/21

CLOSING DATE: 04/09/21 11:59 PM

JOB SUMMARY:

This position is responsible for performing complex professional and difficult administrative work managing the activities of the accounting and control division within the Department of Finance. The work requires regular contacts both within and outside the unit to carry out programs and explain specialized matters with regular contacts with higher-level personnel on matters requiring cooperation, explanation and implementation of policies. The position is responsible for coordinating all external audits, preparation of financial statements, establishing organizational wide internal controls, maintaining the City's general ledger, establishing organization wide policies and procedures, performing internal audits, oversight of accounts receivable, internal management reports, oversight of accounts payable and payroll functions etc. The position includes all aspects of financial reporting, adherence with generally accepted accounting principles, implementation of governmental accounting standards and the preparation of the Comprehensive Annual Financial Report. The role also ensures A-133 federal grant compliance, along with IRS compliance related to all required reporting with the quarterly 941, annual 1099's and annual W-2's and performs other duties as required. The work, by its nature and scope, is subject to functional policies and goals under the general managerial direction of the Chief Financial Officer/Director of Finance. The incumbent participates with others in program development, service delivery and supervision of subordinate staff. This position oversees key tasks that may be deemed essential by the Chief Financial Officer.

ESSENTIAL JOB FUNCTIONS:

- Manages a major division in the Finance Department, including supervising, planning, coordinating, reviewing, and evaluating the work of a staff consisting of professional and clerical personnel.
- Organizes and assigns work among staff according to individual capabilities and establishes priorities.
- Prepares requested revenue and expense projections for the annual budget.
- Ensures that all capital acquisitions and disposals are properly recorded in accordance with GASB 34.
- Instructs subordinate employees on technical financial problems and in the interpretation and application of financial management office rules, regulations, and procedures.
- Closes the City's books on a monthly basis. This includes processing payroll checks, accounts payable checks and journal entries in order to produce automated financial information to be distributed to the City's departments for review and budget guidance.
- Prepares journal entries and financial analysis of all funds.
- Addresses problems and questions raised by external authorities, auditors or user departments relative to the work.
- Coordinates the City's year-end audit in order to prepare, with staff assistance, the Comprehensive Annual Financial Report and the State of Maryland's Uniform Financial Report with the goal of earning an unqualified opinion from the Independent Auditors and a Certificate of Achievement for Excellence in Financial Reporting.
- Reviews and approves all employee W-2 and vendor 1099 tax forms.

- Prepares quarterly Bay Fee remittances to the Maryland Comptroller.
- Prepares and files all US Census Surveys for the City, as required by the federal government.
- Responds to requests for public information.
- Monitors City compliance with loan agreements, lease agreements and other contracts which have fiscal impacts and updates annual financial requirements.
- Acts as the administrator of the City's fraud tipline, provides periodic reminders to City personnel on the availability of the tipline and the importance of reporting employee misconduct.
- Conducts internal investigations and reviews internal controls in instances of actual or suspected fraud.
- Files all required tax forms and reports with the state of Maryland and the federal government.
- Serves as a point of contact for hotel operators in the City regarding compliance with the City's hotel tax ordinance.
- Updates policies and procedures on financial related activities, included but not limited to cash handling, travel reimbursements, petty cash, and grant reporting.
- Provides training to staff and to external departments as needed, on new or updated policies and procedures.
- Directs the year-end financial closing process, including the identification of special accruals, establishing Citywide processing deadlines, and ensuring that transactions reflect the proper period to be reported.
- Prepares a variety of other special financial reports as may be required.
- Acts as liaison with the Government Finance Officers' Association, keeping abreast of current reporting standards.
- Assists in preparing financial information for official statements relative to Bond issues and other public documents.
- Stays abreast of current generally accepted accounting principles as issued by Governmental Accounting Standards Board as they relate to the City and works with staff to ensure adherence to changes.
- Formulates accounting policies under which other City departments operate.

QUALIFICATIONS:

Education and Experience:

Bachelor's degree with major coursework in business administration accounting or closely related field from an accredited university or college; and seven (7) years of progressively responsible work in accounting; 7-10 years minimum of technical specialty preferred.

Special Qualifications:

Certified Public Accountant – CPA required, Certified Public Finance Officer (CPFO) preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of municipal accounting, and of their application to a wide variety of accounting transactions and problems.
- Knowledge of office procedures, practices, systems and equipment as applied to complex municipal accounting systems.
- Knowledge of the principles and practices of municipal financial administration with particular reference to accounting, payroll and budgeting systems.
- Knowledge of the principles of public administration and supervision.
- Knowledge of the operation, capabilities and limitations of business and automated data processing systems.
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- Ability to analyze and evaluate municipal accounting problems, to develop pertinent financial data and systems evaluations, and to revise systems accordingly.
- Ability to plan, organize, and supervise the work of a group of subordinates in a manner conducive to full performance.
- Ability to interpret accounting rules and regulations and make them understandable and transparent.
- Ability to prepare clear, concise, accurate and timely financial reports and statements.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and other City officials, and the general public

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/rockville/jobs/3009384/director-of-accounting?>
