

## **Accounting Manager Cleveland Metroparks**

The Accounting Manager ensures all financial transactions of the Park District are processed and recorded in a timely manner and meet all applicable laws and guidelines. The Accounting Manager is responsible for the accounting and reporting of all financial information and collaborates with the Business Systems Manager, Information Technology Services team, and other key staff on the continuing design, process improvement, and support of the internal and external financial systems necessary to accomplish accurate, timely, and compliant financial accounting and reporting for the Park District.

### **Essential Functions:**

- 1) Effectively supervises assigned employees, including the following:
  - a. Interviews, selects and trains employees;
  - b. Coaches employees in proper job performance techniques and procedures;
  - c. Directs work of employees and sets/adjusts hours of work;
  - d. Maintains records on employee productivity and appraises employees' productivity and efficiency to recommend promotions or other changes in status;
  - e. Handles employee complaints and disciplines employees when necessary;
  - f. Apportions work among different employees;
  - g. Monitors or implements legal compliance measures;
  - h. Determines the type of materials, supplies, or tools to be used by employees and controls the flow and distribution of materials and supplies; and
  - i. Provides for the safety of employees and the property of Cleveland Metroparks.
- 2) Regular and predictable attendance is expected and required. All Cleveland Metroparks employees must be prepared to work flexible schedules, including evenings, weekends, and/or holidays as required.
- 3) Oversees and is responsible for the accounting and reporting functions for the Park District.
- 4) Balances ledgers and closes books at month and year end. Reviews journal entries for ACH payments (electric bills, credit card fees, spirits purchases, medical and payroll bills, etc.).
- 5) Reviews and/or performs bank, ledger, and account reconciliations.
- 6) Ensures the accurate reporting and valuation of capital assets.
- 7) Ensures GAAS and GAAP reporting compliance.
- 8) Sends reports to budget managers and designees: Prepares reports for Chief Financial Officer and/or Controller; prepares reports for month end close, prepares and enters year end journal entries including payroll, tuition, accrued vacation, sick time conversion, salaries, and benefits, sends memos to budget managers related to monthly and yearly deadlines.
- 9) Oversees financial information system user operations and reporting; Monitors system stability, evaluation of internal controls over data and business processes; conducts analysis and testing of applicable upgrades to financial system, provides user support. Serves as the technical expert and primary liaison for the financial management system.
- 10) Oversees and manages the annual audit process, including primary responsibility for the Comprehensive Annual Financial Report (CAFR).

### **Other Functions:**

- 1) Keeps direct supervisor promptly informed of key/significant issues or concerns.
- 2) Carries out duties and responsibilities in a safe and efficient manner to maintain a safe work environment and surrounding area for oneself, co-workers and public. Responds to hazardous situations and/or potentially unsafe conditions by taking corrective action as capable and promptly notifying supervisory personnel.
- 3) Updates and enhances own knowledge by involvement in continuing education for professional growth (i.e., attends relevant conferences, seminars, in-service trainings, and certification programs)
- 4) Performs related duties as assigned or apparent.

**Qualifications:**

- Bachelor's Degree in Accounting, Finance, Business or Public Administration. Minimum of five years of experience in Accounting or Finance including supervisory experience, or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job. CPA and public sector experience are both desirable.
- Must possess and maintain a valid driver's license under the laws of the State of Ohio.
- Ability to develop and maintain effective working relationships with stakeholders, including employees and the general public.
- Ability to speak and write clearly, concisely, and persuasively using correct grammar, spelling, and punctuation, including communicating in one-on-one or group settings.
- Ability to perform work with a high degree of accuracy and organization.
- Management skills and strong business acumen, including problem solving, vision, ability to manage multiple programs and meet deadlines, collaboration, leadership, decision making and ability to analyze diverse facts and develop clear and concise reports and recommendations.
- Ability to work cooperatively with others.
- Proficiency in software programs including all Microsoft Office programs; advanced skills in Excel.
- Proficiency in financial management systems such as Munis (Tyler), SAP or Oracle.
- Mature professional attitude and considerable discretion, including ability to manage confidential information.
- Ability to perform with considerable independence and initiative.

**Salary:** \$59,935 - \$74,919 annually

**Work Schedule:** Monday through Friday\

**Filing Deadline:** Open until filled

**To Apply:** Please visit our career site at [www.clevelandmetroparks.com](http://www.clevelandmetroparks.com) or copy and paste the following link into your web browser:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1151751&d=ExternalCareerSite&r=5000670226306&fromPublish=true#/>