



**JOB TITLE:** Accounting Manager  
**DEPARTMENT:** Finance  
**REPORTS TO:** Controller/AVP of Finance  
**SALARY RANGE:** DOQ (\$68,297.00 - \$85,371.00 annually)  
**STAFF:** Accountant II, Accounts Payable Coordinator

**LAST REVISION DATE:** 03/2022  
**FLSA:** Exempt, Full-time  
**EEO:** Professional

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### **PURPOSE OF JOB**

The position is responsible for managing all accounting activities for the organization. Maintain written policies and procedures for all general accounting processes ensuring compliance with Generally Accepted Accounting Principles (GAAP) and government accounting requirements, as well as ensure the integrity of internal controls. Provide support for periodic audits.

### **ESSENTIAL FUNCTIONS**

1. Direct staff responsible for accounts payable, accounts receivable, cash receipts, bank reconciliations, balance sheet reconciliations, journal entries, and all related tasks to ensure timely, efficient, and accurate processing and reporting of transactions.
2. Oversee the work of accounts payable, accounts receivable, financial reporting, asset accounting, cash management, reconciliations, inventory controls, and all other duties of accounting personnel.
3. Review and reconcile accounts receivable supporting documentation and calculations from departments and provide to staff for entry in the general ledger.
4. Maintain fixed assets and depreciation in the general ledger system.
5. Prepare assigned bank account and balance sheet reconciliations as well as periodic investment report reconciliations and perform related analysis and allocation calculations.
6. Assemble cash management reconciliations for Controller/AVP of Finance to post banking transactions.
7. Update annual escheatment to the State Comptroller for processing and oversee annual 1099 reporting.
8. Responsible for month-end close process, including preparing monthly financial statements for Board of Directors meetings.
9. Produce and distribute monthly department financial statements to department heads and assist in analysis.
10. Prepare or manage various financial reports for other DCTA staff using financial software and COGNOS report writing software.
11. Assist in external and internal audit procedures as well as assigned portions of the Annual Comprehensive Financial Report.
12. Develop and implement accounting policies, coordination of systems and procedures, and the preparation of operating data and special reports as required including interim and year-end financial reports.
13. Review and analyze agency accounting procedures for conformance with laws, regulations and accepted accounting practices; recommend improvements to ensure compliance with laws and regulations.
14. Manage and maintain the integrity of the financial system, as well as recommend and monitor modifications of financial systems and procedures.
15. Establish, coordinate, and administer internal controls over all DCTA assets.
16. Introduce and implement automated accounting procedures where possible to maximize efficiency.
17. Assist the Chief Financial Officer and Controller/AVP of Finance with special financial projects and/or comprehensive financial analysis as requested.

18. Responsible for recruiting, supervising, and maintaining a well-trained and skilled staff.
19. Perform other duties or projects of similar nature and level as assigned.

### **REQUIREMENTS TO PERFORM WORK**

#### **Education & Experience** (Any equivalent combination of education and experience):

- Bachelor's degree in Business Administration or related field with special emphasis in accounting.
- Three (3) to five (5) years progressively responsible experience in governmental accounting (local government experience preferred).
- Certified Public Accountant (CPA) designation required.

**Special Requirements:** Hold a current valid Texas Driver's License.

#### **Knowledge of:**

- Extensive knowledge of governmental fund reporting, and accounting principles, rules, and regulations (GASB, GAAP).
- Microsoft Office suite including Word, Outlook, PowerPoint; intermediate Excel skills required.
- Experience with Superion ONESolution Finance, and COGNOS report writing software preferred.
- Knowledge of 1099-misc reporting required.

#### **Ability to:**

- Display positive interpersonal skills to include tact, listening, stewardship, building community, and foresight.
- Demonstrate a professional level of expertise and high level of discretion and judgment in execution of duties.
- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines.
- Be adept in oral and written communications in a proactive manner.
- Act responsibly and ethically when working with sensitive financial information.
- Establish cooperative working relationships and communicate effectively and sensitively with staff, as well as internal and external customers.
- Think independently and provide self-direction, solve various problems, and make informed rational decisions.
- Capacity for high-level detail in review and reconciliation functions.
- Exhibit strong problem-solving skills and exceptional customer service orientation.

#### **The ideal candidate will:**

- Foster a culture that values critical thinking, good judgement and problem solving, as well as encourages constructive feedback, engagement, inclusion, and diversity at all levels.
- Display strong and compassionate leadership skills to assigned staff and all of DCTA affiliates.
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and with whom they interact. Interested in partaking and/or leading in group development and team building activities.
- Be open to collaborate and work in a team-oriented and helping environment.
- Possess an influential and welcoming communication style.

### **PHYSICAL ACTIVITIES**

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; occasionally running errands; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard and/or 10-key calculator; and seeing, talking

and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer, telephone, and calculator. The essential functions of this position are performed in an office environment.

**Additional perks and benefits that accompany full-time employment with DCTA:**

- Telecommuting options available, if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
  - Texas Municipal Retirement System (TMRS)
  - Employees Retirement System (ERS)
  - Judicial Retirement System of Texas (JRS)
  - Teacher Retirement System of Texas (TRS)
  - City of Austin Employees Retirement System (COAERS)
- Regional transit passes (bus and rail) for you and your immediate family
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.