



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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*Coast Guard City, USA*

*The City and Borough of Sitka is an Equal Opportunity Employer. All qualified candidates are encouraged to apply.*

## **ACCOUNTING MANAGER**

**Annual Salary: \$71,364.80 to \$84,822.40 DOE/Q**

The principal function of an employee in this class is to manage, direct and oversee the accurate recording of all receipts and expenditures and assist in the preparation of quarterly and annual financial reports by ensuring accurate and timely accounting entries. The work is performed under the direct supervision of the Controller, but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the Accounting Clerk (Accounts Payable), and the Utility/Harbor/Municipal Billing Clerk. An employee in this class performs the duties of other employees in the Finance Department as required or as assigned by supervisory personnel. In the absence of the Controller, an employee in this class may temporarily assume full responsibility for duties of the Controller. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, auditors, and the public. The principal duties of this class are performed in a general office environment.

### **Benefits:**

PERS Defined Contribution Retirement  
SBS Annuities program - 6.13% match  
Employer Paid Life Insurance (employee and dependents)  
Medical Dental Vision (90%/10% employer/employee paid) (employee and dependents)  
Annual Leave & Sick Leave  
Paid Holidays  
Floating Holidays  
Eligible for 457 Retirement Plans with Empower, ICMA-RC and Waddell & Reed  
Eligible for Supplemental Insurance Plans with USABLE, AFLAC, American Fidelity and State of Alaska

### **Tasks:**

- Assists in developing, implanting and managing an accounting ERP system that will provide accurate, timely and complete financial and budgetary information to the

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Providing for today...preparing for tomorrow

Assembly, Administrator, Department Heads and users of such data who evaluate or audit the financial condition of the City and Borough;

- Supervises daily posting and coding of all financial transactions including accounts payable invoices, utility and municipal billing, ACH and check payments, and monthly re-occurring journal entries;
- Supervises ACH, Check, and P-card payments for all municipal obligations;
- Assists the Controller in implementing desk procedures for Accounts Payable, Municipal Billing and Utility Management
- Assists in development and implementation of improved finance and accounting data processing applications;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

### **Acceptable Experience and Training:**

- Graduation from an accredited college or university with a bachelor's degree or equivalent in accounting, business, or related field; and
- Considerable experience in accounting; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Skills and Requirements:**

- Thorough knowledge of fund accounting, auditing and reporting requirements;
- Thorough knowledge of the legal requirements of municipal government accounting, budgeting and accounting controls;
- Thorough knowledge of principles of effective office and personnel management;
- Ability to interpret complex financial reports and records and analysis of financial data;
- Ability to develop appropriate accounting methods for control and reporting purposes;
- Ability to communicate well with others to secure cooperation and efficient coordination in the preparation of financial records and reports;
- Ability to prepare accurate and reliable reports containing facts, findings, conclusions and recommendations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and put to use new skills and knowledge

- brought about by rapidly changing information and/or technology,
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Submit Application to Human Resources via [hr@cityofsitka.org](mailto:hr@cityofsitka.org), 100 Lincoln Street, Sitka, Alaska 99835 or fax (907) 747-1846. **Job application and description on City and Borough of Sitka's website. Open Until Filled.**