

Middletown, CT Job Description

Classification Title	Supervisor of Account Management
Job Code	
Department	Multi-Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to manage the accounting and financial operation of ~~special fiscal~~ capital projects and office functions. ~~Responsible for the preparation of financial reports including the general fund, fixed assets, pension fund and other funds as assigned. Determines cash flow needs for major capital projects and supports capital borrowing projects. Responsible for analysis, reporting and detailed keeping of financial records and accounts for certain State and Federal grants.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Reviews budgets in Finance to ensure fund accuracy. Ensures availability of funds and accuracy of line items, purchase orders pertaining to capital projects funded by grants, loans or entitlements. Reviews expenditures to validate accuracy.~~
- ~~Submits paperwork to receive state/federal drawdowns or reimbursements and to secure funding for projects.~~
- ~~Prepares principal and interest payment for yearly budget. Completes fiscal year end journal entries to reflect income from previous year. items for the Common Council including resolutions, transfers of funds and other correspondence.~~
- ~~Reviews payments sent to Finance for accuracy. Oversees operations of office, billing and reporting needs. Reviews and verifies invoices for payment. Ensures payments are processed for licenses. Submits financial reports.~~
- ~~Supervises office staff. ;pP Provides training and instruction. ;pPlans ; coordinates, assigns and reviews work. ;aAllocates personnel and maintains standards.~~
- ~~Supervises financial record keeping functions including journals and ledgers. Processes payroll for department employees.~~
- ~~Prepares a variety of reports, documents and correspondence. ;pPrepares financial audits in accordance with GAAP on general fund and other assigned funds. Conducts general fund audit.~~

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- Receives and responds to complaints and inquiries from vendors, auditors and city personnel regarding finance issues.
- Perform other related duties as assigned.

Note: Included supervisory responsibilities in JD development. (one incumbent had formal supervisory responsibilities while the other did not)

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MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Accounting or closely related field with four years of progressively responsible accounting/supervisory experience.

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability~~ to perform upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.
~~Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.~~
- ~~Requires the ability~~ to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and to provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the ability~~ to utilize a wide variety of reference, descriptive, consulting, design and advisory data and information such as financial statements, grants, obligations, purchase orders, cost projections, accounting ~~principals~~principles, budgets, invoices, requisitions, meeting minutes, journals, ledgers, procedures, ordinances, charter, and ~~non-routine~~non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director of Finance and Finance Department personnel, as well as City Directors, City employees, consultants and advisors, financial institutions, bond counsel, city auditors, vendors,~~

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~~state and local government officials, and the public.~~ Ability to read and dissect contracts for compliance

- ~~Requires the ability to perform high level addition, subtraction, multiplication and division; calculate percentages and decimals along with the ability to perform mathematical operations with fractions, algebra and statistics.~~ Knowledge of state, local and federal government processes
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit

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- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~reason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy/ies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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WORKING CONDITIONS

The working conditions 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.

~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/15/15
Dates revised	