Accounting Director

Class Title

Accounting Director

Class Code

TBD

Salary

$56.99 - $77.92 Hourly

$118,539.20 - $162,073.60 Annually

General Duty Statement

Performs highly responsible executive level professional accounting and financial management work involving the planning, organization, administration, and oversight of complex departmental and citywide accounting, financial reporting, auditing, internal control, and fiscal operations. Develops, implements, and monitors accounting standards, financial procedures, and reporting practices to ensure compliance with generally accepted accounting principles (GAAP), governmental accounting standards, applicable laws, regulations, and City policies. Provides strategic financial leadership and technical expertise to department leadership and other City stakeholders. Performs other related duties and responsibilities as required.

Supervision Received

Works under the general supervision of a department deputy or director.

Supervision Exercised

Exercises general and/or technical supervision, including through lower-level supervisors, to professional, technical, and administrative support employees.

Typical Duties (Examples may not include all duties performed)

1. Plans, organizes, administers, and evaluates complex accounting and financial reporting operations for citywide financial function and serve as a financial advisor to senior management.
2. Supervises and evaluates staff engaged in central accounting function, including auditing, financial reporting, grants, accounts payable, debt and capital, payroll and cash reconciliation, and related fiscal functions. Establishes work priorities, performance expectations, operational goals, and professional development plans.

3. Develops, implements, interprets, and enforces accounting policies, internal controls, financial procedures, and reporting standards to ensure compliance with generally accepted accounting principles (GAAP), governmental accounting standards, grant requirements, and applicable federal, state, and local laws and regulations.
4. Directs the maintenance and reconciliation of general ledgers, appropriations, capital project funds, enterprise funds, grant funds, payroll accounting records, and all forms of payment (cash, checks, credit card), and other financial systems and records.
5. Oversees the preparation, review, and presentation of monthly, quarterly, annual, and special financial reports, statements, schedules, and analyses for department leadership, executive management, elected officials, regulatory agencies, auditors, and other stakeholders.
6. Directs and participates in the preparation of the Annual Comprehensive Financial Report (ACFR), annual audit activities, single audit requirements, and other required financial reporting processes, including State and Federal agency audits. Coordinates with external auditors, internal auditors, regulatory agencies, and departmental leadership regarding audit activities, findings, recommendations, and corrective actions.
7. Provides strategic financial analysis and consultation regarding revenues, expenditures, service delivery impacts, fund balance, financial forecasting, rate development, cost allocation methodologies, operational impacts, capital planning, and long-range fiscal sustainability.
8. Oversees grant accounting, which may include grant budgeting, financial monitoring and reporting, reimbursement requests, and compliance tracking.
9. Oversees the development, implementation, enhancement, and maintenance of accounting systems, financial processes, internal reporting structures, and related business practices. Collaborates with information technology, business support, and other business owner staff; departmental leadership, and external partners regarding system modifications, implementations, integrations, and process improvements.
10. Reviews and evaluates the financial impact of proposed operational, organizational, contractual, legislative, and policy changes and provides recommendations to executive leadership and management staff.
11. Oversees or participates in the preparation and administration of departmental operating and capital budgets and monitors ongoing financial performance and compliance with appropriations and financial policies.
12. Serves as a technical resource to management, department leadership, and other City staff regarding accounting principles, financial reporting standards, internal controls, grant compliance requirements, fiscal policies, and related financial matters.
13. Collaborates with internal and external stakeholders to improve financial processes, enhance service delivery, maintain accountability, and resolve complex operational and fiscal issues.

14. Maintains accurate accounting records and evaluates and monitors ongoing activities to ensure fair representation of financial information in compliance with accounting standards, applicable laws, regulations and provisions of contracts and grant agreements.
15. Participates in securing debt financing. Works with internal City staff, financial advisors and bond counsel to provide required financial information. Complies with debt covenants and provides continuing disclosure to bond rating agencies and bond holders.

Competencies (Not listed in order of importance)

Technical Expertise

- Demonstrates expert knowledge of governmental accounting, auditing, financial reporting, budgeting, internal control standards, generally accepted accounting principles (GAAP), and Governmental Accountant Standard Board statements. Applies advanced accounting and financial management principles to resolve highly complex operational, regulatory, reporting, and compliance issues associated with departmental or citywide fiscal operations.
- Demonstrates expert knowledge of governmental fund accounting, enterprise accounting, grant accounting, capital project accounting, financial statement preparation, and applicable federal, state, and local financial regulations and reporting requirements.
- Demonstrates an understanding of applicable provisions of federal, state, and local laws and ordinances and an ability to apply that understanding in solving complex financial issues and operations. Demonstrates an understanding of applicable provisions of the City Charter, Administrative Code, and the Legislative Code. Demonstrates an ability to understand bargaining unit contracts and administer the provisions of such contracts.
- Demonstrates an advanced understanding of financial management systems, enterprise resource planning systems, spreadsheets, database applications, and other technology used to support accounting operations, financial analysis, and reporting functions.
- Demonstrates an ability to identify, evaluate, minimize, and resolve risks and liability implications associated with accounting operations, financial reporting, audits, grants management, internal controls, and organizational fiscal practices involving management and executive leadership as appropriate.

Decision Making & Problem Solving

- Demonstrates an expert understanding of the priorities, goals, and objectives of the department and City. Uses this understanding to address and resolve highly complex financial, operational, regulatory, and organizational issues and informs executive leadership as appropriate.

- Demonstrates an advanced ability to analyze and organize complex financial and operational information, conduct comparative and trend analyses, evaluate fiscal impacts, and develop recommendations supported by identified facts, regulations, and accounting standards.
- Demonstrates an advanced ability to plan, implement, coordinate, and evaluate complex accounting and financial management programs, projects, operational improvements, and compliance initiatives.
- Demonstrates an ability to identify, understand, address, and resolve complex issues presented by internal and external customers, regulatory agencies, auditors, vendors, contractors, and other stakeholders.

Communication

- Demonstrates an advanced ability to effectively listen, speak, write, and interact tactfully and professionally in both work and public settings. Communicates complex financial, accounting, regulatory, and operational information clearly and concisely to a variety of audiences.
- Demonstrates ability to communicate expectations, policies, operational priorities, and technical information in a clear, accurate, and effective manner. Prepares and presents complex financial reports, analyses, recommendations, and correspondence.
- Demonstrates cultural competency in communicating with people from different cultural and socioeconomic backgrounds. Responds respectfully in a manner that preserves the dignity of individuals, families, and communities.

Teamwork, Leadership & Management

- Demonstrates an advanced understanding of the mission, vision, operational priorities, and service objectives of the department and City. Applies this understanding to strategic planning, financial management, organizational leadership, project management, and operational decision making.
- Demonstrates highly effective leadership by promoting accountability, adaptability, collaboration, and continuous improvement. Establishes expectations, manages employee performance, provides training, coaching, mentoring, and professional development opportunities, and supports succession planning strategies.
- Plans, coordinates, directs, and evaluates the work of professional, technical, and administrative staff. Encourages innovation, problem solving, operational efficiency, and a positive work environment.

Customer Service

- Demonstrates a commitment to customer service by understanding departmental operations, identifying the service needs of diverse internal and external customers, and effectively responding to those needs.
- Demonstrates an ability to appropriately respond to requests from internal and external customers verbally and in writing and resolve complex issues in a timely and professional manner.
- Demonstrates an understanding of and respect for the diversity of customers, coworkers, supervisors, vendors, contractors, external agencies, and community stakeholders, including individuals with disabilities or whose first language may be one other than English.

Requirements

A Bachelor's degree in Accounting, or a closely related field (e.g. Business Administration, Finance, Public Administration) in which at least 16 credits were earned in accounting courses, and ten years of progressively responsible professional accounting experience, three of which must be at the Accountant IV level.

NOTE: An active CPA license may substitute for three years of experience.

No substitution for education.

Supplemental Information

Saint Paul Supervisors Organization - Employee Group 09, Grade 028.

Essential Functions are the functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions are Typical Duties 1-15.

This job description is part of a class series. The entire class series can be found within the applicable finance and accounting job family structure.