



## SPRINGFIELD UTILITY BOARD

### Job Description

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**TITLE:** General Accounting Manager  
**REPORTS TO:** Director of MIS

**STATUS:** Exempt / Non-union  
**RANGE:** 39

**POSITION SUMMARY:** The General Accounting Manager position is responsible for performing professional level accounting work requiring the application of established accounting principles, theories, concepts and practices to a wide variety of accounting situations. Works with the Executive Management Team to provide SUB's financial policies, accounting practices and fiscal controls.

This position is responsible for preparation of accurate and timely financial information and analysis to help drive appropriate business decisions to build a long term foundation for success. Assists in long and short-term investment strategies as well as long-term debt financing. Maintains a professional relationship with business contacts such as banks, investment firms, bonding agencies, external auditing firms, taxing authorities and other industry and governmental agencies. Performs other duties as assigned.

#### **MAJOR RESPONSIBILITIES**

##### *Essential Functions*

1. Supports and models behavior to promote the Mission and Core Values of SUB to staff and customers.
2. Develops and maintains professionalism and effective teamwork in the performance of job duties.
3. Demonstrates and models exemplary leadership to all employees.
4. Evaluates the overall operation of the department including: systems, productivity, staffing requirements and establishing and achieving goals.
5. Assumes fiscal responsibility by participating in the preparation of and operating within an approved annual budget for the department.
6. Provides a positive, inspiring and motivating work environment for staff.
7. Supports, coaches and counsels staff to ensure a productive and efficient team environment.
8. Documents personnel actions according to policies and procedures with the guidance of the HR Manager and Director.
9. Conducts Performance Appraisals on schedule, as needed and/or required; monitors and evaluates employee performance; collaboratively establishes goals and performance improvement plans.

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10. Plans and conducts orientation of new employees.
11. Promotes and supports on-going education and training of staff to ensure the highest quality performance standards to meet the changes in a dynamic utility industry.
12. Openly and effectively collaborates and communicates with directors and managers to identify and solve problems and to coordinates resources.
13. Promotes and maintains open and effective communication with staff. Conducts regular and impromptu staff meetings to share information.
14. Develops new job descriptions as needed and reviews current job descriptions annually.
15. Maintains confidentiality of organizational and staff information.
16. Recognizes contributions and celebrates small and big individual and team accomplishments.
17. Delegates challenging and meaningful responsibilities to staff to ensure their on-going development and success.
18. Assists in projecting and evaluating current cash flow needs and purchases securities with excess funds. Coordinates activity with various financial institutions (for example, Oregon State Pool, Cash Management Division of US Bank or Smith Barney, Dain Bosworth, or Prudential Securities. Records daily activity and produces monthly reports on fund levels and earnings.
19. Provides direction to the Utility in budget guidelines in the areas of capital expenditures, fringe benefit calculation, cost definition and account codes. Coordinates Accounting departmental budget for data entry and reporting in the Budget System.
20. Monitors, reviews and oversees the preparation of financial reports for internal management control, for bonding, state and federal agencies. Verifies accuracy of the compiled accounting records used in reporting revenues and expenditures.
21. Instrumental in selecting and maintaining an on going professional relationship with the external audit firm. Directs and coordinates the annual audit with designated auditors.
22. Directs staff and auditors in the preparation of schedules, account analysis and review the financial statements for compliance with financial and governmental standards. Recommends and monitors corrective action for auditors' recommendation revealed during the audit process.
23. Responsible for planning, organizing and directing the operations of SUB's accounting systems, (i.e., payables, payroll, job costing); making day-to-day decisions relating to the accounting treatment of financial transactions; recommend solutions to accounting problems; proposing changes in various aspects of the overall accounting system.
24. Serves as a financial consultant to:
  - Provide financial information for the preparation of cost of service studies.
  - Tax advisor for payroll, income and benefits.

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25. Maintains reliable and predictable attendance.

### ***Marginal Functions***

None

*Given the dynamic and challenging environment of the utility industry and our mission to provide exceptional service to our internal and external customers, additional duties and responsibilities, other than those listed in this job description, may be assigned (contingent on labor agreement provisions, if applicable). Your supervisor will communicate these changes either formally or informally, verbally or in writing.*

### ***Attributes***

SUB strives to promote a safe, positive and caring work environment. In addition to the above responsibilities, the following attributes are essential to be a successful employee at SUB:

- Being committed to SUB's Mission and Core Values
- Complying with safety practices and policies
- Being professional, honest, courteous and respectful to others in your conduct
- Being responsive to suggestions to improve performance
- Being flexible to adapt to a changing work environment
- Performing as a productive team member
- Being accountable for your own performance, behaviors and contributions
- Taking the initiative to accomplish your responsibilities to the best of your ability

These qualities in our employees ensure that working at SUB is motivating, fun and enjoyable while performing a valuable service to our utility and community.

### **OTHERS SUPERVISED**

- Accountant Technician I – III, Accounts Payable Clerk

### **MINIMUM QUALIFICATIONS**

#### ***Experience:***

- Minimum of seven years of recent accounting experience
- Minimum of three years recent supervisory experience
- Utility accounting experience is preferred

#### ***Knowledge, Skills & Abilities***

- Expertise required in the application of established accounting principles, theories, concepts and practices to a wide variety of accounting functions
- Excellent leadership to coach, motivate and inspire staff to perform at their best
- Model and promote effective teamwork and celebration of accomplishments

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- Intermediate skill level in Microsoft Office applications including Word, Excel and Access
- Knowledge of fully integrated software applications
- Excellent analytical and problem solving skills
- Excellent organizational and interpersonal skills
- Communicate effectively orally and in writing

### *Education*

- High school diploma or equivalent
- Bachelor's degree in accounting
- Current CPA license required

## **PHYSICAL AND MENTAL REQUIREMENTS**

- **ALERTNESS & CONCENTRATION:** Maintains full alertness and concentration at all times.
- **ABILITY TO DEAL WITH STRESS:** Interacts well with co-workers, managers and the public. Ability to think and react quickly, calmly and professionally in a stressful situation.
- **VISION**
  - Far visual acuity:** Sees adequately to drive a vehicle.
  - Near visual acuity:** Reads small print on correspondence, reports, computer screens, labels, numerous other written documents and computer screen.
  - Peripheral vision/depth perception:** Maintains full field of vision in all directions to assess proximity to office furniture and building characteristics.
  - Color vision:** Judges red, green and yellow traffic lights adequately to drive on highways.
- **HEARING:** Hears spoken conversation well in person, and while on the telephone, despite background noise from others in the room or other communication devices in use. Hears adequately to operate a telephone.
- **SPEECH:** Speaks loudly and clearly on the telephone and in person to be accurately understood at a distance of 10 feet.
- **STANDING:** Stands on the job varying periods of time depending on the activity.
- **SITTING:** Sits for up to 6 – 8 hours a day.
- **WORKER MOBILITY:** Can change positions frequently, in and out of office furniture.
- **WALKING:** Walks around office (sites). Total walking per shift varies according to assignments. Walking occurs on rugs, hard floors and some outside walking on asphalt.

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- **LIFTING/CARRYING:** 0 – 10 pounds – often, 11 – 20 pounds – occasionally, 20+ pounds – seldom. May carry boxes or supplies.
- **PUSHING/PULLING:** Pushing, pulling filing drawer cabinets.
- **REACHING/HANDLING:** Writes and keyboards data, uses 10 key, does data entry, uses computer, lifts occasionally overhead for supplies.
- **TWISTING:** Some twisting is required when lifting items or placing in other positions.
- **CLIMBING:** Climbs stairs at various site(s) for business.
- **CRAWLING:** Not usually required.
- **ENVIRONMENTAL FACTORS:** Office environment. Limited exposure to outdoor environment.
- **PRODUCTS AND MATERIALS:** Toner for copier and printers.
- **MACHINE, TOOLS AND EQUIPMENT:** Computer, calculator, copier, fax, typewriter and other office equipment.

Revised: June 1, 2016