



JOB ANNOUNCEMENT

**Administrative Manager- Accounting Manager
 Department of Community Development
 Administrative Services
 NeoGov 06016**

Position:	Accounting Manager	Classification Salary Range:	\$31,200.00 - \$145,000.00
Division:	Administrative Services	Employment Status:	Full-time
Civil Service Classification:	Administrative Manager	Union:	No
Work Days:	Monday-Friday	Work Hours:	8:00am - 5:00pm

Civil Service Duty Statement

Under administrative direction, is responsible for planning, managing, developing work rules, training, coordinating, and administering all activities and personnel of such staff positions as administration, citizen participation, research, and finance, and manages such personnel as are assigned to specific functions in the performance of the necessary duties. Performs other job-related duties as required.

Additional Departmental Duties

The Accounting Manager’s duties include the financial management for all Departmental payments, expenditures, program income and loan portfolios; Financial administration and maintenance of internal controls over all Departmental financial transactions; Financial administration would include the four major entitlements (CDBG, HOME, ESG, HOPWA), other grants and other funding sources (General Fund, Bond Fund, Neighborhood Equity Fund, etc.). The Accounting Manager is also in charge of debt servicing, loan subordination and collections; which maximizes collections and preserves the City’s security interest while assisting property owners.

Areas of Responsibility – Supervision of function and staff for the following:

- Establishment and Maintenance of Internal Controls - Financial control systems are implemented and monitored to insure that internal controls are operating as intended.
- Processing and Control of Financial Transactions – payments, journal entries, adjusting journal entries, interdepartmental service charges, travel authorizations, requisitions, purchase orders, contracts, etc.
- Contract Administration/Certification – Rehabilitation Loan and Grant certifications, Storefront Renovation rebate certifications, contract/amendment certifications, decertifications, Advantage vendor administration, etc.
- Cash Receipts - Administer controls, deposit, and accounting for millions in annual program income.
- Purchasing – Administration of the Department’s purchasing and supplies function.

- Inventory Control – Establishment and maintenance of the Department’s administrative inventory system.
- Loans Payable – Administration of various Federal, State, and County loans (Collections /Loan Servicing – The section currently administers a loan portfolio that exceeds \$200 million. The function includes loan “set-up”, tracking, billing, receiving, posting, year-end tax statement preparation, IRS reporting, administering bankruptcy and foreclosure actions with the Law Department, collection agency referral, subordination review and processing, loan assumptions, loan servicing, financial reporting, loan satisfactions, loan settlements, forgivable management, loan write-offs, overall portfolio management, and other related tasks.
- Office Services – Coordination of various interdepartmental services including: parking, copy center, printing, telephone exchange, motor vehicle maintenance.
- HOME IDIS - Financial administration for all HOME related activities.
- Coordination of Financial Audits – Preparation of annual audit package for Finance, preparation of annual supporting documentation and financial reports (collections, allowance for doubtful accounts, etc.).
- Financial Reporting
- Monitoring of various general ledger activities.
- Audit Confirmations - Loans receivable, loans payable, and third party confirmations.
- Payroll Charge-backs – Transfer of grant eligible costs to proper sources.

Civil Service Minimum Qualifications

A High School Diploma or GED is required. A Bachelor's Degree is required. Four years of full time paid management or administrative experience is required. (Substitution: Two years of experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required.

Additional and Preferred Department Qualifications

- Bachelor in Business Administration, a Major in Accounting.
- Two years experience in managing Real estate.
- Two years experience in grant accounting.
- Two years in governmental accounting.
- Two years working with Federal, State or Local regulations, programs and guidelines.
- Two years’ experience in applying HUD regulatory requirements.
- Five years supervisory experience.
- Excellent written and verbal communication skills.
- Extensive knowledge of Microsoft Word, Excel, Access or comparable software is required.
- Must have knowledge of the City financial and accounting procedures and policies.
- Must be able to lift and carry thirty (30) pounds.

Anticipated Salary is \$70,000.00 to \$80,000.00

All interested applicants should e-mail a bid form, cover letter and resume to amosby-miles@clevelandohio.gov or mail to Ashley Mosby-Miles, Department of Community Development, 601 Lakeside Avenue, Room 320, and Cleveland OH 44114.

THE CITY OF CLEVELAND IS AN EQUAL OPPORTUNITY EMPLOYER