



Job Description

Position: Account Manager

Reports to: Owners
Other CPA Staff

Supervises: The position is not expected to supervise any other positions

Organizational Structure: In general our organizational structure is centered around the client's needs. The Account Manager is responsible to "manage" the fulfillment of the clients needs in the accounting and administrative areas. Managing the fulfillment of the clients needs includes actually doing many of the needed functions but in many cases it involves figuring out who is best able to perform the function and then coordinating to have the function completed.

We function in a "team work" environment where the client's needs are generally filled by a team and our office is one player on the team. Multiple members of our office staff are players on this team and the account manager coordinates the functions served by our office.

General Responsibilities: The Account Manager position is generally responsible to manage the accounting and administrative needs of a list of assigned clients. While the general client needs are similar, the specific needs vary for each client.

Specific Duties: The duties of the Account Manager may include but are not be limited to the following:

- Day-to-day liaison for client's needs for an assigned list of clients including
 - Accounting – full charge accounting including
 - billings such as water billings
 - accounts receivable including collections
 - cash deposits
 - accounts payable
 - cash disbursements

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Specific Duties (Continued)

- management of cash balances
- bank reconciliations
- investment of client funds in approved investments like CDs
- recording of journal entries
- general ledger account reconciliations
- preparation of monthly financial statements
- processing of payroll

- Administration
 - All administrative aspects of Board of Directors meetings from posting notices, preparation of board packets, coordination of meeting, attendance at meeting, taking notes, preparing minutes
 - Various governmental reporting and filings
 - Other administrative tasks like correspondence, following up on requests from the Board, etc.

- Budgeting – Preparation of the annual budget, with the assistance of other District staff or consultants and with the assistance of other CPA staff.

- Audit work paper preparation and coordination of audits in conjunction with CPA staff

- Elections – working with the District’s legal counsel to call and conduct elections as requested by the Board

- Liaison with other District personnel and/or contractors for operations functions. Often this includes assisting the Board in preparing requests for proposal for services, evaluation of proposals, coordination with the attorneys for the preparation of contracts for services, etc.

- Shared responsibility for office functions like telephones, mail, office supplies, computers, copiers, fax machines, postage machine, etc.

- Performs other related duties as required.