CITY OF SAN ANTONIO
An Equal Opportunity Employer

506 Dolorosa, San Antonio, Texas 78204
(210) 207-6197 Job Line (210) 207-7280
www.sanantonio.gov

GENERAL LEDGER MANAGER
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a General Ledger Manager who reports to the Controller and is responsible for performing administrative and supervisory work planning, organizing, directing, and coordinating the activities of General Ledger Section within the Finance Department. This position exercises direct supervision over professional and administrative staff.

Essential job functions include, but are not limited to, the following: Oversees and directs the day-to-day workflow distribution among staff. Develops, reviews and maintains General Ledger policies and procedures. Monitors for effectiveness, provides guidance and ensures compliance with department policies, procedures and service level agreements. Reviews general ledger accounts to ensure posting accuracy, timeliness and reconciliation. Manages monthly and annual close process in SAP. Reviews month-end and year-end journal entries. Assists staff and management with account reconciliation discrepancies to ensure proper accounting treatment and timely resolution of all outstanding issues. Reviews and approves necessary adjustment entries. Drives process improvement and best practices for daily/weekly/monthly tasks, close procedures, and account reconciliation procedures. Prepares and reviews work papers for internal and external audits. Facilitates and oversees internal control procedures. Acts as a resource to and liaison between City Departments within COSA as well as external contacts. Provides technical guidance and direction. Interviews, selects, supervises, develops, evaluates, counsels, and if necessary, disciplines personnel according to established COSA policies, procedures, and guidelines. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of governmental accounting, auditing, and financial reporting, knowledge of Generally Accepted Accounting Principles, knowledge of preparation of Comprehensive Annual Financial Reporting and Single Audit Report, knowledge of automated procurement systems, knowledge of banking and cash management, and municipal bond financing. In addition, candidate must have the ability to analyze and evaluate complex accounting and financial problems, documents and reports, ability to provide administrative and professional leadership and direction to subordinates staff; ability to communicate clearly and effectively, both verbally and in writing; and, the ability to establish and maintain effective working relationships with subordinates, co-workers, City staff and the general public. This position requires that the successful candidate possess: a Bachelor's Degree from an accredited college or university with major coursework Business Administration with a concentration in Accounting or related field; five years increasingly responsible experience in accounting including three years of supervisory or lead work experience; and, a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; and working knowledge of applicable federal, state and local laws and regulations. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and credential verification.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Navarro, Human Resources Generalist, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Finance Department located at 506 Dolorosa, City Hall Annex, downtown San Antonio; or e-mailed to financerecruitment@sanantonio.gov.

For additional information, contact Renee Navarro at (210) 207-6197.

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