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**RIZZETTA & COMPANY – JOB DESCRIPTION**

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<b>Title</b>	Manager, District Accounting Services
<b>Department</b>	District Services
<b>Employment Classification</b>	Exempt
<b>Employment Status</b>	Full-Time
<b>Direct Supervisor</b>	Director, District Services
<b>Location</b>	Tampa Area
<b>Date (written or last reviewed)</b>	8/29/16

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**JOB SUMMARY**

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The Manager, District Accounting Services is responsible for leading the department in the service of the clients by providing accounting services in a timely manner and by set deadlines. The Manager, District Accounting Services is also responsible for ensuring approximately 90 audits are reviewed and approved by the appropriate deadline. The District Services Accounting Department is responsible for full cycle accounting for approximately 100 community development districts.

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**EXPERIENCE & EDUCATIONAL QUALIFICATIONS**

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1. Must have a minimum of a Bachelor degree in Accounting or a related field and five (5) years of full cycle accounting experience.
2. Must possess an active CPA license.
3. Public/Governmental accounting experience managing or supervising audits, with experience reviewing audited financial statements is highly preferred.
4. Experience managing staff in the completion of full cycle accounting for multiple clients.
5. Experience managing/leading multiple staff at various levels.
6. Willingness to step in and perform whatever task is necessary to meet client expectations and deliver services by the deadline required.
7. Experience with presentations to large groups and/or civic boards is preferred.
8. Ability to travel to various office markets. Travel is primarily local, during the business day, although some out of the area travel, overnight, and weekend work may be required.
9. Successfully pass pre-employment screenings and background/reference checks.
10. Ability to work independently with minimal supervision.
11. Ability to coordinate/manage multiple projects at the same time.
12. Ability to interact and communicate effectively with colleagues, vendors and customers/clients of all professional levels.
13. Demonstrate leadership in maintaining high standards of professional behavior for self and staff.
14. Demonstrate organization, attention to detail, problem solving, creative, and independent thinking.
15. Demonstrate a commitment to the organizations philosophy of high quality, professionalism and organizational culture.

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**KNOWLEDGE & CRITICAL SKILLS**

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Must have a working knowledge of applicable company policies, procedures, state licensing standards, and must be familiar with accreditation expectations, including, but not limited to:

1. Knowledge of governmental accounting highly desired.
2. Knowledge and ability to communicate expectations and hold employees accountable.
3. Knowledge and ability to explain complex accounting issues in a manner understandable to colleagues/clients without an accounting background.
4. Knowledge and ability to determine proper governmental accounting treatment for complex transactions and ensure they are properly reflected on the monthly financial statements and in the annual audits.
5. Knowledge and ability to make priority decisions, communicate these to staff and manage to complete the tasks.

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### **ESSENTIAL DUTIES & RESPONSIBILITIES**

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1. Lead and mentor staff regarding responsibilities and development.
2. Ensure accounting processes are handled in a timely manner to facilitate the preparation of the monthly financial statements.
3. Ensure information is timely provided to the external auditors and questions are answered to ensure timely completion of the District audits.
4. Review audit drafts for accuracy and approve them for issuance.
5. Ensure reports required by state statute are submitted in a timely manner.
6. Non-essential duties include other job related duties as assigned.

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### **SUPERVISORY RESPONSIBILITIES**

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Supervisory responsibilities include 17 staff consisting of two (2) Senior Accountants, eleven (11) Staff accountants and four (4) bookkeepers.

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### **WORK ENVIRONMENT**

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Work environment is primarily in an office setting with occasional travel to required regional offices, board meetings and designated districts. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.