



## Accounting Manager

The City of Altoona is seeking a qualified candidate for the position of Accounting Manager. The successful candidate will have a thorough understanding of the practices and procedures related to accounting with a focus on Federal Funding, Grants, Resource Management, and Accounts Receivable. The candidate will perform a variety of routine and complex administrative, technical and professional tasks in both the Finance and Community Development Departments including, but not limited to the following: overseeing and maintaining accounting software applications; administering fiscal policies and procedures; accurately assigning invoices to proper accounts; preparing and entering all invoices to their account after assignment; supervising and implementing the recording and receipt of all income including wire transfers, loan payments, sale of property payments, counter receipts and petty cash; monitoring and auditing external contracts and subcontracts; and routinely preparing income and financial reports.

Applicants must possess an Associate Degree or higher in Business Administration, Accounting or related field and two (2) years of related work experience. The ideal candidate will possess the ability to work positively and professionally with supervisors, peers, public officials, contractors, and the general public; have a demonstrated knowledge of accounting software applications; and be up to date on accounting and regulatory practices necessary for the administration of grant funds.

Qualified applicants should submit a resume, cover letter, and three (3) work-related references to: Human Resources Department, City of Altoona, Suite 400, 1301 12<sup>th</sup> Street, Altoona, PA 16601, or email [hr@altoonapa.gov](mailto:hr@altoonapa.gov).

The City of Altoona offers a comprehensive compensation package including a competitive salary; health, dental, vision, and life insurance; paid time off; and retirement options.

For more information, please visit the City's homepage at [www.altoonapa.gov](http://www.altoonapa.gov).

**THE CITY OF ALTOONA IS AN EQUAL OPPORTUNITY EMPLOYER**