



Job Specification

Job Title: Accounting Technician Manager 3	FLSA Type: Exempt	Date Established: 5/13/2025
Department: Office of the Chief Financial Officer	EEO Code: 03	Date Revised:
Class Code: 13-303123	Reports To: Accounting Manager	Date Approved:

Job Summary

The incumbent of this position is an Accounting Technician Manager in the Office of the Chief Financial Officer (OCFO) of the City of Detroit. The Accounting Technician Manager III will be assigned to lead specified Accounting Technician Managers, Supervisory Accounting Technicians, accounting technician paraprofessionals, and functions within the OCFO's Office of the Controller.

The Office of the Controller establishes, maintains and enforces the City's accounting policies, practices, and procedures. The Office of the Controller is also responsible for ensuring the City of Detroit meets all financial reporting requirements and is accountable for the integrity of the financial system and controls. This office includes the following Divisions: Administration, Financial Reporting, Accounts Payable, Payroll, and Risk Management.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

Utilizing various systems such as ERP, Human Resources/Payroll, Timekeeping and Report Writing systems, supervises/manages the following activities:

- Manages, directs, schedules, trains and evaluates the work activities of the payroll team and its employees. Plans work to be accomplished by subordinates and set priorities and prepare timelines for completion of work.
- Manage the physical and timely processing of multiple payrolls including bi-weekly, semi-monthly, monthly and off-cycle payrolls and apply all special pays, bonuses, reimbursements, deductions, garnishments and taxes.
- Responsible for multistate payroll and managing of state tax registrations as required. Oversight of payroll tax payments, reconciliations and filings (941/W2).
- Serves as operational liaison for Human Resource groups not supported by General City Human Resources (City Council, Library, Water and Police Human Resources). Assists with developing efficient and automated solutions.
- Creation of Financial Reports utilizing Business Intelligence or other report writer applications.
- Reviews and verifies the validity of requisitions for supplies, services, printing and equipment, travel and training orders, and requests for personnel actions.
- Reviews the accuracy and completeness of accounting data and documents and determines the general ledger accounts, journals, and subsidiary accounts affected, and the debit and credit entries to be made.
- Implement policies and procedures designed to improve controls and other changes to payroll and timekeeping systems.
- Strong understanding of working in unionized facilities. Collaborates with General City and Police Labor Relations and ensures contract changes are identified and configured in the HR/Payroll system.

- Maintains earning and deductions codes within the applicable system, ensuring general ledger and financial set-ups are accurate. Assists with gathering specifications for interface files.
- Manages control accounts and subsidiary accounts including processing accounting transactions for a wide variety of functions, including obligations, accrued expenditures, disbursements, appropriation refunds, reimbursable orders, earnings, collections, expenditure vouchers, cost transfers, rejected transactions, bills, and other accounts in connection with the general ledger
- Assist with the annual clearing and year start for benefits. Maintains related tables for accurate benefit premiums and processing.
- Manages configuration changes to the timekeeping application. Collaborate with outside vendors to make programming changes based on contract/policy updates and perform testing.
- Provides payroll and timekeeping support to internal users/customers. Monitors UTA user updates and identifies trends.
- Provides excellent customer service skills with a consistent focus on educating customers on critical payroll policies and self-service functionality. Manages timely handling of documented inquiries and provides metrics utilizing the ticket management system.
- Provide support for escalated issues. Address complex payroll-related inquiries and function as subject matter expert.
- Verifies HR transactions affecting pay Retro Payments calculated through timekeeping. Review results and validate retro calculations.
- Conducts various audits to ensure compliance with payroll policies, procedures and applicable laws.
- Ensures that financial documents pre-audited by subordinates are complete and in accordance with generally accepted accounting principles; Installs and manages control processes to minimize error
- Assist with managing internal/external audits by identifying and reviewing trends, providing documentation timely to auditor inquiries and generating ad hoc reports. Ability to explain data/results.
- Takes ownership in identifying and implementing new approaches to effect continual improvements that streamline payroll operations and services performed.
- As needed, consultations with specialists on training needs, and deciding on training problems related to the units supervised including additional training in ERP Cloud applications and timekeeping.
- Identifies timekeeping developmental and training needs of city employees in consultation with the Chief Learning Officer. Assist with developing job aids/training curriculum.
- Ability to identify and report on key metrics and identify trends.
- Responsible for accurate functionality of benefit accruals. Perform updates to Fringe Bank balances as needed. Focuses on identifying automated methods resulting in efficiencies.
- Support other projects and other duties as assigned by senior leadership and/or organization requirements.

Qualifications (required):

- Five to seven (5 - 7) years of experience in accounting, public administration, information technology, business administration, financial management or a closely related field with exposure to governmental or public sector auditing.
- Minimum of three (3) or more years of experience in payroll processing and timekeeping. Solid understanding of Department of Labor Wage and hour laws. Experience with Accounting and General ledger knowledge preferred.
- Must have a minimum of five (5) years of supervisory experience which includes three (3) years direct supervision of team leaders and/or managers.

Qualifications (Preferred):

- Bachelor's degree preferred in accounting, public administration, information technology, business administration, financial management or a closely related field with advanced course work related to governmental or public sector auditing.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Knowledge, Skills, and Abilities

Knowledge Of:

- Steps and procedures required to perform a full range of accounting, budget, or financial management support duties related to recurring or standardized transactions.
- Strong understanding of working in unionized facilities. Collaborates with General City and Police Labor Relations and ensures contract and policy changes are identified and configured in the HR/Payroll and Time & Attendance system.
- Extensive knowledge of Payroll/FMLA Federal/State Department of Labor and IRS laws, and rules.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Wide variety of interrelated steps, conditions, and procedures or processes required to assemble, review, and maintain complex payroll, accounting other financial transactions. [SEP]
- Intermediate mathematical concepts.
- Personal computer capabilities and the application of computer systems to issues of format and content in City and departmental financial management.
- (ERP) Enterprise resource planning systems for finance, budget, general ledger, human resources, and other management systems and software programs.
- Thorough knowledge of management and supervisory principles.

Skilled in:

- Effective and accurate communication, both oral and written.
- Use of Microsoft Office (e.g. Word, Excel, Access, PowerPoint) and other office or financial suite software packages
- Use of advanced tools and Excel formulas (e.g. Formulas, Pivot Tables, VLOOKUP, HLOOKUP, other functions, charts, tables), Smartsheet's and other financial management software packages functionality
- Ability to interpret financial results and understand accounting reports, summaries and timekeeping reports.
- Effective and accurate communication, both oral and written.
- Customer Service and Service Level Agreements.
- Teamwork & employee development.
- Effective problem solving and process improvement principles.
- Applicable payroll system performance administration and identification of system configuration requirements.
- Analyzing policies, data and information to make effective and economical decisions.

Ability to:

- Set priorities and prepare schedules for completion of work. Alter payroll processing schedule to meet required banking and tax timelines.
- Analyze and interpret complex payroll, human resources, accounting and other data and reports.
- Collect, organize and interpret large amounts of accounting data; Assist with preparing accurate financial reports.
- Analyze and recommend improvements in ERP & Time and Attendance systems based on experience and issues encountered
- Interact effectively with all levels of employees, city council members, senior leadership, subordinates, department personnel and others with tact and diplomacy.
- Take ownership in identifying and implementing new approaches to effect continual improvements that streamline payroll operations and services performed.

- Develop controls to ensure data accuracy and support a culture of accountability.
- Identifies developmental and training needs of employees in consultation with specialists on training needs. Assists with creating training curriculum.
- Assist with developing policies and procedures designed to improve controls and other changes to accounting systems.
- Align union contract intent by identifying requirements needed to configure payroll & time attendance system. Determine City of Detroit business requirements and collaborate with outside partners for programming changes.
- Provides timekeeping support to internal users/customers. Monitors UTA user updates and identifies trends.
- Identify change management opportunities and assist/prepare customers for implementation challenges.
- Strives to provide excellent customer service with a consistent focus on educating customers on critical payroll best practices and self-service functionality. Manages timely handling of documented inquiries and report on key metrics/identify trends.
- Ensures compliance with payroll policies, procedures and laws.
- Responsible for accurate functionality of benefit accruals. Perform updates to Fringe Bank balances as needed.
- Focuses on identifying automated methods resulting in efficiencies.
- Support other projects and activities as defined by senior leadership and/or organization requirements.

Licenses, Certifications, and Other Special Requirements:

Certified Payroll Profession (CPP) Certification preferred.

Physical Demands

The work is characterized as sedentary. Typically sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, carrying papers and books, and extended periods requiring the use of computer terminals to accomplish work objectives.

Work Environment

Work is performed in a comfortable office environment, which is appropriately lighted, heated and cooled. The work environment contains no significant hazards. Some work may require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the work site.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.