



City of Ankeny Iowa Accounting Manager

SALARY	\$109,916.00 - \$147,505.00 Annually	LOCATION	410 W 1st St, Ankeny
JOB TYPE	Full Time	JOB NUMBER	00663
DEPARTMENT	Finance	OPENING DATE	11/19/2025
CLOSING DATE	12/12/2025 5:00 PM Central		

Function

The City of Ankeny is accepting applications for the full-time Accounting Manager position in the Finance Department. The position will administer the activities of the Finance Department under the general direction of the City Manager's Office. Major responsibilities include budgeting, cash management and investing, accounting and auditing, purchasing, financial reporting, and utility billing.

The starting salary range is \$109,916 - \$127,240 annually depending on relevant experience, with an excellent benefit package.

The City of Ankeny offers a comprehensive benefits package including:

- Vacation and Sick Leave
- Personal Leave
- Nine (9) Paid Holidays
- Health/Dental/Life/LTD Insurance
- Wellness Programs and Incentives
- Tuition Reimbursement and Continuing Education Programs
- Public Service Student Loan Forgiveness Benefit
- Defined Benefits Pension Plan Through IPERS
- Deferred Compensation Plan
- Voluntary Insurance Benefit Options
- Longevity Pay

Deadline to apply is Friday, December 12, 2025 by 5:00 pm. Please apply online at www.AnkenyIowa.gov/jobs.

Interested candidates must complete an application online and attach a current resume and cover letter. Pre-employment drug screen and background check required.

Principal Duties and Responsibilities

- Directs, supervises, and trains accounting and utility billing staff.

- Oversees the preparation of a variety of financial reports summarizing revenues and expenditures, as well as budget and fund balances, for the City Manager's Office, City Council, and City departments.
- Coordinates and supervises the financial year-end closing in accordance with City financial policies and Generally Accepted Accounting Principles, including year-end report preparation and coordination of the annual audit.
- Oversees the internal audit of financial policies and procedures and develops and monitors internal controls over City financial operations.
- Supervises the preparation of required State and Federal reports, including sales tax submittals, grant drawdown requests, budget reports, tax increment financing reports, financial reports, and other related reports.
- Coordinates and manages financial accounting software, including implementation, updates, and departmental training.
- Supervises fixed asset accounting and the maintenance of the City's equipment inventory.
- Manages the City's treasury functions, including cash flow analysis, banking services investment of public funds, and merchant card services.
- Supervises City-wide purchasing through management of the purchase order and encumbrance system; coordinates City-wide purchasing opportunities; and manages purchasing policies and purchasing systems.
- Develops, writes, and manages City financial policies and procedures.
- Manages the processing of payments for the City's tax increment financing incentive and rebate programs.
- Oversees accounting and bookkeeping activities for the Polk County Aviation Authority.

Entry Requirements and Skills

Graduation from an accredited college or university with a four-year degree in accounting, finance, or public administration and three years of governmental accounting and budgeting experience. Must possess a CPA certificate or have the ability to obtain within one year of employment with the City.

Knowledge of the principles and practices of governmental accounting, taxation, and revenue management; ability to compile information and to prepare reports; ability to establish and maintain effective working relations with co-workers, subordinates and the public and to supervise and direct the work of others.

WORK ENVIRONMENT:

- Works in office environment.

PHYSICAL REQUIREMENTS:

- Must be sighted.
- Must be insurable.
- Must be able to hear a normal conversation.
- Must be able to speak at normal rate of conversation.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>

Accounting Manager Supplemental Questionnaire

***QUESTION 1**

Please choose what best describes your college education.

- ☐ Bachelor's degree
- ☐ Associate's degree
- ☐ Master's degree
- ☐ None

***QUESTION 2**

What field is your degree in? If there is no degree, enter none.

***QUESTION 3**

Do you currently possess a Certified Public Accountant (CPA) certificate?

- ☐ Yes
- ☐ No

***QUESTION 4**

Do you have professional experience working in governmental accounting and budgeting?

- ☐ Yes
- ☐ No

***QUESTION 5**

Do you have any direct supervisory experience?

- ☐ Yes
- ☐ No

* Required Question