



ACCOUNTING MANAGER

FLSA Status: Exempt
Adopted: July 2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

GENERAL DEFINITION

Under general direction of the Administrative Services Director, oversees daily financial and accounting activities, supervises accounting staff; performs difficult and complex statistical analyses; assists with annual budget preparation; manages the annual financial audit; develops and distributes internal financial reports; plans and executes all risk management functions; and performs advanced professional, analytical, and administrative work.

DISTINGUISHING CHARACTERISTICS

This class is a professional-level position requiring expertise in administrative, supervisory, and accounting functions. Incumbent performs a variety of finance and accounting tasks involving complex governmental accounting and reporting processes. The Accounting Manager exercises direct supervision over technical and/or support staff.

TYPICAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to:

- Plan, organize and direct Finance division activities including overseeing accounts payable, payroll, accounts receivable, and cash receipt activities
- Direct, oversee and participate in the development of the financial division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures
- Establish and maintain journals, ledgers and supporting financial records; supervise the maintenance of the General Ledger; supervise the recording of all revenue, encumbrances, and disbursements
- Develop and administer accounting and budget control systems as necessary to comply with accounting procedures, laws, ordinance, and other regulations
- Prepare the Financial division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget
- Participate in recommending the appointment of, training, motivating, and evaluating personnel; participate in establishing and monitoring employee performance objectives; prepare and present employee performance reviews
- Assist in coordinating and monitoring the Town's Capital Improvement Program including

controlling project expenditures, establishing new projects, and closing completed projects; research and recommend new financing methods; prepare project reports as needed

- Research and prepare technical and administrative reports; prepare written correspondence
- Establish and monitor internal controls to ensure accounting standards are met; develop and implement policies and procedures relating to accounting activities
- Conduct and coordinate the Town's annual audit and serve as the liaison between the Town and its external auditors. Ensure the completion of annual State Controller's Office Reports and other compliance reports as required
- Oversee the maintenance of the Town's financial software system and ensures that system upgrades occur in a timely manner and communicates changes/impacts to system users
- Manage the month-end and year-end close process and prepares related reports
- Provide financial information to Town officials, staff, vendors, and the general public
- Perform financial studies and analytical and statistical reports as assigned
- Report for work at any time in event of disaster or other emergency situation
- Attend seminars and workshops related to duties and responsibilities
- May serve in a temporary appointment as the acting department head in the absence of the Administrative Services Director
- Represent the Town with dignity, integrity, and the spirit of cooperation in all relations with staff and the public
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service
- Coordinates the Town's risk management and safety programs to ensure compliance with all State and Federal legal requirements
- Provides risk management review and guidance to management, supervisor, and staff regarding existing or proposed Town activities, programs, and projects to enhance safety and identify and reduce associated risks
- Serves as the Town's representative to Risk JPA and Board of Directors
- Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Principles, methods and practices of municipal finance, budgeting, accounting and fiscal operations and record keeping
- General and municipal accounting and auditing principles and practices
- Federal and State laws and regulations
- Principles of supervision, training, and performance evaluation
- Applicable laws, regulations, public finance and fiscal operations
- Organization, procedures and operating details of the division
- Principles and practices of public agency risk management, safety administration and general liability
- Standard office and administrative policies and procedures

Ability to:

- Represent Town in a positive manner
- Analyze and interpret financial and accounting records; examine, prepare, and verify financial statements, reports, and documents

- Prepare clear, concise, complex financial statements, reports, and analyses
- Interpret and apply rules and regulations regarding accounting and auditing practices
- Supervise, train, and evaluate assigned personnel
- Establish and maintain effective working relationships with employees, City officials, vendors, and the public
- Properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties
- Maintain confidentiality, professionalism, tact, and composure always, including stressful and sensitive situations
- Handle multiple priorities, organize workload, and meet deadlines

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field.
- Experience: Five years of increasingly responsible experience in accounting or auditing work, including two years in a supervisory capacity.

License

Must possess and maintain a valid California Driver's License.

SPECIAL REQUIREMENTS

These functions may be performed with or without reasonable accommodation:

- Ability to work in a standard office environment and use standard office equipment and current software
- Speak, read, and understand the English language sufficiently to successfully receive/provide information
- Sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 25 pounds
- Converse by telephone, by email, in person to small or large groups and be clearly understood
- Read and comprehend legal, technical, and complex documents
- Report to work at any hour of day or night as required by disaster or other emergency
- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity