Finance and Accounting Manager

Summary
Supervise, plan and coordinate the activities of a variety of finance and accounting services that may include, but are not limited to, general accounting, accounts payable, payroll, auditing, bond administration, treasury management, and financial reporting.

Class Characteristics
General direction is provided by the Administrative Services Director. Responsibilities include the direct and indirect supervision of lower level professional, technical, and clerical personnel.

A position in this class supervises and manages municipal financial and accounting activities while also performing accounting and analysis work of a complex nature to assess long-range financial and accounting planning problems and ensure accurate reporting of the City’s financial position. The incumbent interacts with other City department personnel, outside agencies’ personnel, and the public. The incumbent also assists in developing, prioritizing and implementing department goals. This class is distinguished from the Administrative Services Director in that the latter has overall management responsibility for all City financial operations and activities.

Essential Duties, Skills, and Demands of the Position
The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:
Report financial information in an accurate and timely manner; prepare and provide financial reports to external agencies as required.

Manage a variety of fiscal and accounting functions pertaining to areas such as general accounting, accounts payable, payroll, auditing, bond administration, treasury management, and financial reporting.

Develop and implement financial policies, procedures and goals for assigned areas.

Manage and report on the status of City cash and investment accounts.

Maintain debt records; provide information to debt advisors, account for defeasance, and perform other debt oversight functions.

Prepare and submit the City’s Comprehensive Annual Financial Report for the GFOA award.

Develop, implement and monitor internal controls.

Provide financial management and reporting for the Redevelopment Agency.

Supervise the work of subordinate accountants, accounting assistants, and other assigned staff; assign, direct, monitor and evaluate staff work; plan and coordinate professional development activities; implement corrective action as appropriate.
Finance and Accounting Manager

Respond to requests from City personnel for information, analysis and assistance; provide advice and guidance to departmental staff.

Interface with financial consultants, auditors and government agencies.

Complete budget preparation tasks and budget to actual analysis, as directed.

Attend meetings, conferences and trainings as required; participate on committees, task forces and work groups as assigned.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, administer, review and evaluate the work of others; select, train, and motivate assigned staff.

Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations; review and verify the accuracy of financial data and information.

Apply mathematical operations to solve accounting problems.

Recommend improved accounting methods, procedures and internal controls.

Utilize standard office software such as Microsoft Excel and Word at an advanced level; be familiar with common financial application software used by Municipal governments.

Read, analyze and interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; effectively present information to management.

Exercise sound, independent judgment within established guidelines.

Understand, interpret and apply laws, rules, regulations and ordinances and apply complex guidelines affecting the section activities; interpret governmental accounting rules and regulations; interpret and explain City accounting policies and procedures.

Coordinate multiple projects simultaneously; diagnose operational problems and take effective courses of action.

Interact effectively under pressure and meet deadlines; work independently with minimal supervision.

Communicate effectively, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit; use the computer keyboard and mouse; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee may occasionally be required to stand, walk, stoop, crouch, and lift/move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
The employee must be able to work in an office environment where the noise level is usually moderate.

**Qualifications**

**Knowledge of:**

Principles and practices of municipal accounting, budgeting, and auditing.

Accounting and financial-related computer software and the applications to assigned functions.

Principles and practices of leadership, supervision, training and performance evaluation.

Pertinent federal, state and local laws, regulations and codes.

Recent developments, current literature, and sources of information regarding assigned functions.

Principles and practices pertaining to GAAP/GAAS; GASB knowledge preferred.

Principles and practices of governmental/fund accounting.

**Education and Experience**

*Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:*

**Education:**

A Bachelor's degree from an accredited college or university with major work in accounting, business administration, finance or a closely related field.

**Experience:**

Three years of supervisory or lead experience over a general accounting function. Experience in a public agency or governmental setting is desirable. Experience in fund accounting is highly desirable.

**Certificates/Licenses:**

Possession of a valid California Class C driver’s license is required.

Certification as a CPA is desirable.

Established: 10/15/07

Resolution #: 2007-178 N.C.S.

Department: Administrative Services

FLSA Status: Exempt