



## Finance and Accounting Manager

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### Summary

Plan, organize, manage, and direct 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

Administrative direction is provided by the Director of Finance. Responsibilities include the direct and indirect supervision of supervisory, professional, technical, and/or support staff.

Responsibilities include supervising and managing 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, and the public. The incumbent also assists in developing, prioritizing, and implementing department goals. This class is distinguished from the Director of Finance 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:

Assist in the planning, development, implementation, and evaluation of financial policies, procedures, goals, and priorities, including long and short-range planning.

Plan, organize, manage, and direct the activities of 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.

Supervise, assign, direct, monitor, and evaluate the work of staff; plan and coordinate professional development activities; implement corrective action as appropriate.

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

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 (CAFR) for the GFOA award.

Develop, implement, and monitor internal controls.

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 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.

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.

Interpret, explain, and apply federal, state, local, City, and department policies, procedures, laws, rules, regulations, and guidelines, including those pertaining to governmental accounting.

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.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working 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.

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; principles and practices of GASB is desirable.

Principles and practices of governmental and fund accounting.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and common financial application software used by municipal governments.

### 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 with major course work in accounting, business administration, finance, or a 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 desirable.

#### Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a CPA certification is desirable.

Established: 10/15/07

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Department: Finance

FLSA Status: Exempt