

ACCOUNTING MANAGER

DEFINITION

To plan, organize, direct and coordinate accounting activities within the Finance Department including financial reporting systems and related audits, accounts payable/receivable, and payroll functions; to coordinate accounting activities with other divisions and departments; and to provide highly complex staff assistance to the Finance Director or City Manager.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Finance Director or City Manager.

Exercises direct supervision over assigned professional and technical staff; may exercise technical and functional supervision over support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement accounting related goals, objectives, policies and procedures.

Plan, organize and direct accounting activities including financial reporting systems, audits, accounts payable/receivable, payroll, grants, fixed asset, and bond monitoring activities.

Direct, oversee and participate in the development of City's accounting activities; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare assigned budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Oversee and manage the City's accounting operations including financial record keeping and reporting methods, control systems, and related internal and external audits; participate in the preparation and maintenance of the City's accounting structure and chart of accounts.

Oversee accounts payable/receivable and payroll activities to ensure accuracy and integrity of methods and operations.

Review and analyze assessment district bond structures, including procedures for issuance and re-payment; determine future value/cost of money and indebtedness and make related recommendations.

Participate in and oversee City-wide automated integrated financial reporting system; manage and implement upgrades to the system.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles and practices related to governmental finance and related internal control.

Uses and applications of accounting management software.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and implement the City's accounting activities.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Ensure accuracy of and conformance to accepted and legal reporting standards.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in governmental accounting administration, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.