

Accounting Manager

Purpose of the role:

Under administrative direction, plans, organizes and manages the activities and operations of the Accounting Division within the Finance Department; oversees and manages professional accounting duties, the preparation and maintenance of financial records and reports and the processing of requisitions, purchase orders, contracts and other documents; advises City officials and employees on purchasing and contracting procedures; coordinates assigned activities with other divisions, departments, and outside agencies; provides highly responsible and complex administrative support to the Deputy Finance Director; and performs related duties as assigned.

Distinguishing Characteristics:

The Accounting Manager is a Division head with responsibility for planning, organizing and implementing major programs, services and operations related to the assigned area. Incumbents in this class are responsible for developing and implementing the Division's goals and objectives and for planning, organizing and directing the work of subordinate staff. Assignments are broad in scope and are carried out with a significant degree of latitude and independence. An Accounting Manager is distinguished from a Senior Accountant in that an employee in the former class supervises the work of other professional accounting employees and is responsible for assigning and managing all work in the Accounting Division.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Plans, organizes, controls, integrates and evaluates professional accounting activities and operations within the Finance Department; develops, implements and monitors long-term plans, goals and objectives focused on achieving the department's mission and priorities; manages and directs the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination in accordance with the City's Personnel Rules and Regulations.

- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate services and staffing levels.
- Provides leadership and works with staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission and values.
- Participates in the development of the Department's annual budget; forecasts funds needed for the Division's staffing, equipment, materials, and supplies; approves Division expenditures and implements budgetary adjustments as appropriate and necessary.
- Supervises, participates in and reviews the work of employees preparing annual financial statements and the State Controller's Report; supervises and participates in preparation of periodic financial reports to the City Council, City Manager and City departments; conducts special expenditure analyses.
- Manages the work of employees responsible for cash control, accounts payable and receivable, trust accounting and payroll; manages and participates in ensuring the smooth operations of the financial accounting and payroll computer systems, including planning for the installation of new releases and systems enhancements.
- Establishes and maintains internal control procedures and ensures that accounting standards are met.
- Confers with City departments on accounting and auditing requirements and plans and in the interpretation of contracts, administrative and code requirements and regulations.
- Provides primary coordination with the City's external auditor.
- Provides staff assistance to the Deputy Finance Director; completes special projects as assigned; represents the City at various meetings and events; prepares and presents staff reports and other necessary correspondence.
- Maintains current knowledge of new trends and innovations in the field of accounting; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Explains, justifies, and defends assigned programs, policies, and activities; negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

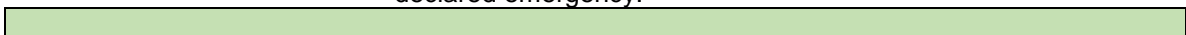
***Desired
Minimum
Qualifications:***

Knowledge of:

- Operational characteristics, services, and activities of a municipal accounting program.
- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of program development and administration.
- Methods and techniques of cost accounting, internal control and auditing.
- Practices and methods of public agency finance.
- City functions and associated financial management and reporting issues.
- Principles and practices of business data processing particularly related to the processing of accounting and financial information.
- Principles and practices of public purchasing and contracting, including competitive bidding procedures.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of management, supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive municipal accounting program.
- Manage and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Plan and evaluate financial programs and make sound recommendations for improvement.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Exercise sound independent judgment within general policy guidelines.
- Perform complex analysis and research, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare and administer large and complex budgets.
- Prepare clear, concise, and comprehensive administrative, financial and technical reports.
- Read and interpret complex data, information and documents.
- Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain and apply applicable federal, state and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.



Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

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

Education/Training:

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

Education and Experience Guidelines:

Experience:

Eight years of progressively responsible professional accounting experience, preferably in a governmental agency including two years of management and administrative responsibility.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license is required.

The conditions herein 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 disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; regular interaction with City staff and outside auditors; work under intensive deadlines with frequent interruptions.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: