

**ACCOUNTING MANAGER**

*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*

**DEFINITION**

Under general direction, to plan, organize, and direct the preparation of interim and annual financial reports; coordinate internal and external audit programs and activities; perform complex, sensitive and difficult departmental and City-wide administrative, managerial work; to perform other related responsibilities as assigned.

**CLASS CHARACTERISTICS**

This position is expected to exercise initiative and independent judgement in carrying out a variety of administrative assignments, policy development, and is responsible for all aspects of the assigned program management, including the supervision of employees providing professional, technical and clerical support. This position is distinguished from the Analytical series as the advanced specialist or resource expert in the assigned area that provides administrative support to the Chief Financial Officer.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, organizes, manages and evaluates accounting programs including directing the preparation of the interim and annual financial reports in accordance with generally accepted accounting principles and standards; coordinates internal and external audit programs and activities; manages cost accounting programs, including the preparation of cost allocation plans, preparation of cost of services studies and design and implementation of fee programs; administers the division's accounting program; assists in the development and implementation of goals, policies and priorities relating to financial management, accounting and payroll; reviews and recommends improvements to accounting and report procedures to ensure conformity with generally accepted accounting principles; supervises, through subordinate professional and technical staff, the development and implementation of various financial statements, analyses and reports; reviews, analyzes and develops recommendations regarding the impact of state federal and local legislation related to assigned program areas; recommends and implements changes in internal controls and operating systems; supervises accounting staff; trains new employees; assigns work; sets priority tasks; provides training regarding the City's financial reporting, policies and procedures; assists in preparing the City's biennial financial plan and budget; performs other work as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices of governmental fund accounting, grant accounting and financial reporting;
- Auditing practices, including preparation and coordination of financial and compliance audits conducted by independent auditors;
- Procedures and practices of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines for local governmental accounting and financial reporting;
- Pertinent federal, state and local laws, codes and regulations;
- Principles and practices of effective management, supervision, training and performance evaluation;
- Principles and practices of public sector contract administration;
- Principles and practices of customer service;
- Principles and practices of program development and implementation;
- Principles, practices and terminology used in contract language; and
- Principles and practices of municipal budget preparation, analysis and administration.

### **Ability to:**

- Prepare complex financial statements and comprehensive reports that conform to Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP)
- Analyze financial data, plan and evaluate financial management software programs, and make recommendations for improvement;
- Develop, implement and evaluate internal control procedures over financial transactions;
- Understand, interpret, explain and apply state and federal regulations and municipal ordinances governing City financial accounting, reporting and record keeping;
- Continuously monitor and evaluate the efficiency and effectiveness of accounting and finance service delivery methods and procedures;
- Review and evaluate fiscal impact of department staff reports;
- Understand and accurately use the City's Chart of Accounts;
- Direct, evaluate and supervise the work of assigned staff and manage outside contractors;
- Effectively communicate orally and in writing;
- Utilize computer systems to enter and retrieve data;
- Maintain effective working relationships with employees, management, attorneys, other governmental organizations and the general public.

## **Experience and Training**

**Experience:** Five years of progressively responsible professional experience in accounting management in a public service organization.

**Education/Training:** Graduation of from an accredited college or university with a Bachelor's degree in Accounting, Business Administration, Public Administration or a closely related field. A Master's degree and/or CPA is highly desirable.

**License:** A valid California driver license (Class C or higher) will be required at the time of appointment and must be maintained throughout employment.

## **WORKING CONDITIONS**

**Environmental Conditions:** Primarily office environment: exposure to computer screen

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition necessary for sitting prolonged periods of time.