



Job Description

Job Title: Accounting Manager		Date Created: 12/91
Department: Finance		Date Reviewed: 09/18
Job Code: 17.2006	Bargaining Unit: Confidential Management	FLSA: Exempt

Summary of Duties: This position oversees the accounting activities within the Finance Department. Responsible for managing grants, preparing financial reports, supervise staff in accounts receivable and payable, payroll, grants management and other fiscal functions; assists City staff with budget development, and managing the various investments of the City.

Distinguishing Characteristics: This is a senior management level position within the Finance series of jobs. The Accounting Manager is distinguished from other positions in its experience, responsibility, and expertise handling large-scale accounting, investing, and financial decisions on a daily basis. Responsible for personnel selection, supervision, evaluation, discipline and training.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to the following:

1. Coordinates, prepares, and schedules audits, financial reviews, and internal revenue statements and documents; monitors and implements GASB pronouncements, reviews internal control procedures, and ensures accuracy of financial information.
2. Oversees, supervises, and manages the work of Senior Accountants, Payroll staff, Senior Accounting Technicians, and other clerical staff responsible for the general ledger, payroll, grant administration, fixed asset administration, miscellaneous billing, and delinquent account collections duties; provides training, assessment, and evaluation of performance; promotes professional and accurate accounting from finance staff.
3. Manages, reviews, prepares, and monitors grants for the entire grant life; facilitates audits, tracks budgets, reviews allowable expenses, provides calculation of reimbursements, and provides the final closeout documentation; ensures compliance and adherence to grant limits and regulating agencies.
4. Supervises the posting, balancing, and reconciliation of the general ledger and subsidiary ledgers; reviews and approves journals and budget adjustments; assists other departments with financial reporting; creates, develops, and implements procedures for accounting throughout the City's departments.
5. Provides technical and professional advice to the Director, City staff, the City Council, and various boards and committees on financial matters; prepares and coordinates reports and presentations on finance issues for the City Council, community groups, boards and other committees and regulatory agencies.
6. Tracks, manages, and administers the City's cash position, daily expenditures, and investment portfolio; assists in the preparation of the City's annual Operating Budget, Capital Improvement Budget, and Capital Improvement Program Budget.
7. Prepares and compiles data and financial information for specific projects across the City; coordinates the completion of projects including financial review, expenditure evaluation, budget allowance, and project close out reports.
8. Administers the access and set up of the City's Financial and Human Resources Management ERP System; assists employees and other staff with general usage and interfacing concerns; resolves operational issues, ensures accuracy of use, and facilitates integration between employee and software.

9. Oversees the daily operations of the Finance Department staff ensuring compliance with established internal controls, methods, procedures, and policies.
10. Provides excellent customer service to internal and external customers.
11. Performs other duties as assigned.

Typical Decisions: The incumbent must be able to prioritize work, meet deadlines and utilize analytical skills for analysis and review of departmental revenues, expenditures and procedures. Manages personnel and makes supervisory decisions regularly.

Minimum Qualifications:

Knowledge of:

- Accounting and Auditing Principles
- City's Financial and Human Resources Management ERP System or a comparable system
- Grant accounting and reporting
- Principles of financial administration, including budgeting, reporting, taxation and revenue
- Governmental Accounting
- Laws and regulations governing fiscal recordkeeping
- Modern office practices, procedures, and administration
- Staff supervision, lead training, and performance evaluation
- Customer service best practices

Skill in:

- Examining and verifying financial documents and reports
- Communicating effectively both verbally and in writing
- Preparing complex financial statements, reports, and analyses
- Utilizing accounting software and standard office software including spreadsheets, word processing, and electronic mail
- Personnel management and supervision

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

Experience: Four years recent professional accounting, budgeting, auditing, financial and supervisory/lead experience.

Licenses and Certifications: California Driver's License

Physical Demands and Working Conditions: This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to twenty-five pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with irate individuals and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.