



Position Description

ACCOUNTING MANAGER

DEFINITION

Under the general supervision of the Finance Director, this position maintains the City's financial records, ensuring accuracy and compliance with generally accepted accounting principles and standards. This position has responsibility for managing all accounting functions including maintaining subsidiary and general ledgers, completion of the month and year-end close process, coordinating the annual audit process, maintaining the City's fixed asset records, reconciling bank accounts and investments, and other related accounting work.

SUPERVISION RECEIVED

The Accounting Manager is a supervisory position and works under general supervision of the Finance Director. This position is designated as Fair Labor Standards Act (FSLA) exempt.

SUPERVISION EXERCISED

The Accounting Manager provides training and supervises the work of professional, clerical and technical personnel as assigned. Supervises accounting staff and participates in their selection, training and evaluation; determines work procedures, schedules and priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Manages and performs the accounting functions of the Finance department, which includes the preparation and review of journal entries, review of all general ledger postings, reconciliation of bank accounts and investments, and maintenance and reconciliation of subledgers.

Oversees accounts payable, payroll, accounts receivable, and cash receipt activities.

Establishes and monitors internal controls to ensure accounting standards are met; develops and implements policies and procedures relating to accounting activities.

Conducts and coordinates the City's annual audit and serves as the liaison between the City and its external auditors. Ensures the completion of annual State Controller's Office Reports and other compliance reports as required.

Oversees the maintenance of the City's financial software system and ensures that system upgrades occur in a timely manner and communicates changes/impacts to system users.

Supervises accounting professional, technical and clerical staff.

Manages the month-end and year-end close process and prepares related reports.

Provides financial information to City officials, staff, vendors and the general public.

Performs financial studies and analytical and statistical reports as assigned.

PERIPHERAL DUTIES

Reports for work at any time in event of disaster or other emergency situation. Serves as a member of various employee committees. Attend seminars and workshops related to duties and responsibilities. The Accounting Manager may serve in a temporary appointment as the acting department head in the absence of the Finance Director.

MINIMUM QUALIFICATIONS

Knowledge Of:

Thorough knowledge of current governmental accounting theory, principles and practices; internal control procedures; payroll and accounts payable functions; Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements; financial management software systems and ability to utilize various software programs to analyze and maintain large amounts of data.

Ability To:

Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds; analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing; establish and maintain effective working relationships with employees, City officials, vendors and the public; operate listed tools and equipment; accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions; read, interpret and understand complex rules, regulations and ordinances; work independently; analyze and review organizational and management problems and recommend and implement effective courses of action; draft and edit

reports and various documents; learn, interpret and apply City policies, procedures, rules and regulations; perform advanced level research and project management; elicit cooperation of others; properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties; think clearly and work well under normal and high pressure situations; make sound judgments in a manner consistent with essential job duties.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field and five (5) years of professional accounting experience is required, including two (2) years at a supervisory level. Public agency experience and a master's degree in finance, accounting, public or business administration or a CPA is highly desirable.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California drivers license.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and database software including accounting and financial software, 10-key calculator, calculator, phone, copy machine, fax machine, and vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk and hear, use hands and fingers, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet, but can be moderately noisy. The noise level when in the field can be quite noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: October 9, 2012

Resolution Number: 2012-73

Revision History: