



ACCOUNTING MANAGER

AGENCY/DEPARTMENT:
Administrative Services/Fiscal Services

Approved By HR Director: *Linda Matthews*
Date Approved: *12/22/05*
Date of Last Revision:

Reports to: Fiscal Services Director
Supervises: Varies

JOB SUMMARY: Under administrative direction, manages the staff and activities of the Accounting division; performs highly complex professional municipal accounting duties including preparing, monitoring, forecasting, and analyzing financial information; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is distinguished by its responsibility for the administration and operation of the Accounting division in the Fiscal Services Department. It is distinguished from the Fiscal Services Director by the latter's responsibility for all functions (accounting, payroll, assessment district administration, and business license) within the Fiscal Services Department.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Plans, organizes, and administers a comprehensive fiscal accounting program, including financial record keeping, auditing, and reporting.
2. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
3. Maintains and reconciles a variety of ledgers, reports, and accounting records.
4. Examines accounting transactions to ensure accuracy.
5. Approves journal vouchers to post transactions to ledgers.
6. Performs month-end, fiscal year-end, and calendar year-end accounting system processing.
7. Prepares and analyzes a variety of complex financial reports, statements, and schedules.
8. Prepares new-year, mid-year, year-end, and special reports, including the State Controller's Report and Comprehensive Annual Financial Report (CAFR).
9. Assists in the preparation of agenda items for City Council review.
10. Participates in the development, revision, and maintenance of policy and procedure manuals governing fiscal matters.
11. Monitors departments' financial procedures, including internal audits and checks and balances; ensures that necessary corrective action is taken.
12. Coordinates the City's and Redevelopment Agency's annual audit of financial statements.
13. Interprets policies and procedures; provides information to City Departments regarding financial policies and procedures.
14. Completes maintenance of effort tests.
15. Conducts studies and performs special projects.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Bachelor's degree or equivalent from an accredited college or university in Accounting, Finance, Business Administration or related field.

EXPERIENCE: Three years of professional accounting work including financial statement preparation.

KNOWLEDGE OF:

- Public accounting and budgeting concepts, principles, standards and practices.
- Governmental and financial reporting practices and procedures.
- Cost accounting and fixed asset accounting principles and practices.
- Applicable federal, state, and local laws, codes, and regulations governing municipal, state, and federal accounting and finance.
- Principles and techniques of supervision, training, and evaluation.
- Office management practices and procedures.
- Automated and database accounting systems.

ABILITY TO:

- Organize and direct a comprehensive accounting program.
- Understand, interpret, apply and communicate accounting principles, procedures, rules, and regulations.
- Prepare governmental reports, financial reports and data, statements, and correspondence.
- Prepare, audit, balance and reconcile accounting records and journal entries.
- Administer and manage accounts.
- Analyze and solve accounting and financial problems.
- Identify errors and reconcile discrepancies in accounting documentation.
- Select, supervise, train, coordinate and evaluate the work of staff.
- Develop and implement departmental processes and procedures.
- Deliver quality customer service; ensure professional work standards are met.
- Organize, schedule and complete work in accordance with deadlines.
- Operate a personal computer to utilize word processing, spreadsheet, and accounting system applications.
- Operate calculator and standard office equipment.
- Perform arithmetical computations with speed and accuracy.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain, and foster positive, harmonious and effective working relationships

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Supervisory experience.
- Registration as a Certified Public Accountant.

FLSA Exemption Status: Exempt

Employee Unit: # 3, Management

Job Family: Fiscal Services

Career Progression: Accountant
Senior Accountant
Accounting Manager
Fiscal Services Director

Date Class Established: July 10, 2005