



## ACCOUNTING MANAGER

**JOB SUMMARY:** Under administrative direction, coordinates, plans, organizes, and manages a comprehensive fiscal accounting program including financial recordkeeping, auditing, and reporting; provides highly responsible and complex administrative support to the Fiscal Services Director; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This class is responsible 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 of all functions (accounting, accounts payable, budget and payroll) 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 in compliance with Government Accounting Standards Board (GASB) standards.
2. Participates in the development and implementation of department goals, objectives, policies and priorities.
3. Supervises and directs the activities of staff including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.
4. Reviews, analyzes and reconciles reports prepared by accounting staff; oversees and participates in the preparation of the Comprehensive Annual Financial Report (CAFR) utilizing Government Finance Officers Association (GFOA) standards.
5. Prepares documents, presentations and agenda reports; attends City Council, executive, and committee meetings regarding accounting and other related subjects.
6. Coordinates annual audits of financial statements and actuarial studies.
7. Performs month-end, fiscal year-end, and calendar year-end accounting system processing and reporting; examines related accounting transactions to ensure accuracy.
8. Prepares and analyzes a variety of complex financial reports, statements, and schedules.
9. Participates in the development, revision, interpretation, and maintenance of policy and procedure manuals governing fiscal matters; provides information to City Departments regarding financial policies and procedures.
10. Monitors financial processes and procedures in City departments, including internal audits, and checks and balances; ensures that necessary corrective action is taken.
11. Serves as the liaison with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of municipal accounting, public administration, and related fields.
13. Conducts studies and performs special projects.
14. Performs related duties as required.

**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:** Five years of increasingly responsible experience in the preparation, administration, analysis, and development of municipal financial statements, including one year of lead or supervisory experience.

**KNOWLEDGE OF:**

- Principles, standards and practices of governmental accounting and finance.
- 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.
- Financial and governmental accounting systems.
- Principles and techniques of supervision, training, and evaluation.
- Office management practices and procedures.

**ABILITY TO:**

- Organize and direct a comprehensive accounting program.
- Understand, interpret, apply and communicate accounting principles, procedures, rules, and regulations as well as federal, state, and local policies, laws 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 solutions, and project consequences of proposed actions.
- 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.
- Plan, organize, and prioritize projects and tasks in order to meet deadlines.
- Operate a computer using relevant word processing, spreadsheets, 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
- Accurately prepare and maintain a variety of detailed reports, records, files, documents, statements and correspondence.
- Work independently and exercise independent judgment.
- Understand and follow instructions and safety rules and procedures.

**LICENSES:**

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

**CERTIFICATIONS:**

- N/A

**SPECIAL REQUIREMENTS:**

- N/A
- 

**DESIRABLE:**

- Registration as a Certified Public Accountant.
- 

**ADDITIONAL INFORMATION:**

FLSA Exemption Status: Exempt  
Employee Unit: # 3, Management  
Job Family: Accounting  
Class Progression: Accountant  
Senior Accountant  
Accounting Manager

Reports to: Fiscal Services Director  
Supervises: Accountant  
Senior Accountant

**CLASS HISTORY:**

Date Class Established: 7/10/2005  
Revised Dates / Reason: 11/24/2019 / Classification Update

Previous Title(s):

Approved By HR Director:

Date Approved:

*Amala C. [Signature]*  
*12/20/17*