



Accounting Manager

Class Specification

Revised 9/23

Class ID: 330

Unit: MGMT

Probation: 12 Months

FLSA: Exempt

DEFINITION

Under administrative direction, directs and manages accounting activities of the Finance Department including developing and implementing financial planning and budgeting procedures, and evaluating and implementing accounting systems and procedures; performs advanced professional, analytical and administrative work; advises on financial matters; conducts complex analytical studies and works on special projects; prepares the City's biennial budget; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Director. Exercises direct supervision over professional and paraprofessional staff.

DISTINGUISHING CHARACTERISTICS

This class has division head status and performs a variety of finance and accounting duties involving complex governmental accounting and reporting processes, professional, administrative, and managerial duties in managing the Finance Department. The employee has a large role in developing the Five-Year Forecast and the Biennial Operating Budget. The employee will manage accounting activities and ensure all activities are carried out in accordance with Generally Accepted Accounting Principles (GAAP).

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Plan, organize, direct, and evaluate the activities of the Finance Department including, purchasing, accounts payable/receivable, payroll, and revenue receipt activities.

Prepare, review, and maintain journal entries, and general ledger postings and supporting financial records; supervise the maintenance of the General Ledger, the recording of all revenue, encumbrances and disbursements.

Oversee reconciliations of the City's financial activities including bank accounts and investments; manage the month-end and year-end close process and prepare related reports.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; work with employees on performance issues; implement discipline procedures.

Develop and monitor accounting policies, procedures and guidelines to ensure proper control and audit of the City's finances and accounting standards are met; develop, administer, review and modify accounting and budget control systems as necessary to comply with accounting procedures, laws, ordinance and other regulations.

Conduct and coordinate the City's annual audit and serve as the liaison between the City and its external auditors; prepare and provide supporting documentation; ensure timely completion of that audit, annual State Controller's Office Reports, and other compliance reports as required.

Oversee the maintenance of the City's financial software system and ensure timely completion of

system upgrades; communicates changes/impacts to system users.

Prepare, analyze, and monitor the City's annual budget; prepare quarterly budget status reports.

Assist in development and presentation for the City's Capital Improvement Program (CIP); assist in coordinating and monitoring the CIP including controlling project expenditures, establishing new projects and closing completed projects; research and recommend new financing methods; prepare project reports as needed.

Prepare the Finance Department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Prepare a variety of financial reports and cost studies for management personnel, City Manager, and City Council; provide professional, technical accounting and budget advice to City staff; coordinate activities with other divisions and departments; assist in special projects as assigned.

Coordinate division activities within the division, other City staff, and outside agencies.

Present oral and written reports to the City Manager, City Council, outside agencies, and community groups on a variety of City administrative matters.

Keep City management up to date on all facets of financial developments.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of current governmental accounting theory, principles, and practices.
- Practices of Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements.
- Theories, principles, practices, problems and techniques of public administration and public financing.
- Budgetary principles and practices, including the development and management of capital improvement budgets.
- Financial and economic analysis techniques to determine feasibility and cost benefits of projects, labor utilization, and purchases.
- Practices of financial management software systems and ability to utilize various software programs to analyze and maintain large amounts of data.
- Organizational planning techniques and methods including forecasting, goal setting, staffing, analyses and work planning.
- Current business practices and applications, functions and programs for personal computers.
- Principles and practices of supervision, training and personnel management.
- Business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Skill or Ability to:

- Plan, organize and direct a variety of administrative activities including finance, accounting, and treasury.
- Interpret and apply rules and regulations regarding accounting and auditing practices.
- Select, train, motivate, and evaluate assigned staff.

- Establish and maintain effective working relationships with the general public, City departments, City officials and private agencies.
- Work cooperatively with State, County and Federal government agencies.
- Review, organize, and develop technical documents, proposals and reports.
- Prepare clear, concise, and complete statistical and technical reports and written correspondence.
- Exercise sound independent judgment within general policy guidelines.
- Analyze complex problems, evaluate alternatives, and make creative recommendations.
- Make persuasive presentations of ideas, concepts and recommendations.
- Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.
- Represent the City effectively in meetings with others.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of to a Bachelor's degree from an accredited college or university with major course work in financial management, accounting, management, business administration, public administration, public policy, or a related field, and five (5) years of increasingly responsible professional experience in finance, accounting, budget, management analysis, or a closely related field, including two (2) years of supervisory experience. Education may be substituted for experience on a year for year basis to a maximum of four (4) years.

License and Certificate:

This classification requires the ability to travel independently within and outside of City limits.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently sit for prolonged periods of time, bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Standing in and walking between work areas is frequently required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

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 upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.