Date Adopted: 10/1989
Date Last Revised: 12/27/2001

ACCOUNTING MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under limited supervision, plan, supervise and coordinate the operations of assigned work unit(s) within the finance division.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to the following characteristics, duties, responsibilities, knowledge, skills and other characteristics.

EXAMPLES OF DUTIES

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

Supervise, monitor and participate in the day-to-day operations of assigned finance work unit(s), such as accounts receivable, accounts payable, utility billing, collections and financial reporting.

Interpret and apply rules for assigned functions; prepare or direct the preparation of journal entries, account reconciliation, and related schedules and reports; prepare audit schedules and assist with year-end journal entries and annual reports.

Assist with financial audits; prepare financial reports according to federal and state rules, regulations and laws, City policies and procedures, and generally accepted accounting principles.

Perform professional level finance work; conduct research and cost analysis for special projects as assigned; prepare recommendations and present reports.

Review accounts receivable and payable invoice processing; process and review designated financial transfers; produce and distribute selected financial statements, financial summaries and management reports.

Resolve accounting discrepancies or procedural problems and respond to questions, ensuring necessary follow-up occurs; control program records for operational accountability; confers with and advises staff and program participants by providing advice, problem-solving assistance, answers to questions and interpretation of program goals and policy.

Participate in recruitment and hiring, and schedule, assign, monitor and evaluate work of staff; provide for and/or conduct staff development; establish work methods and standards; initiate corrective and/or disciplinary action and respond to grievances and complaints according to established personnel policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Generally accepted accounting principles and practices; financial operations; automated business computing systems; governmental accounting and reporting requirements; purchasing, contract administration, billing and collection procedures; supervision principles and practices; standard office equipment, including a computer and related software.

Ability to:

Review and verify financial data; prepare complex financial and statistical analyses and reports; supervise, motivate and evaluate staff; work with numbers and make mathematical calculations; apply specific procedures and detect errors in a record keeping system; conduct research and prepare clear, concise and comprehensive reports; operate standard office equipment, including a computer and related software; communicate effectively both orally and in writing; establish and maintain effective working relationships with other City employees and the public.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, public administration, accounting or a directly related field and three (3) years professional level accounting experience, including experience coordinating or leading the work of others, or an equivalent combination of education and experience.

CERTIFICATION/LICENSE AND/OR OTHER SPECIAL REQUIREMENTS

Possession of, or ability to obtain, a valid and appropriate California driver's license and maintain a satisfactory driving record.