



ACCOUNTING MANAGER

FLSA Status: Exempt
Bargaining Unit: Unrepresented
Adopted: December 7, 2016

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.

GENERAL DEFINITION

The Accounting Manager reports to the Director of Administrative Services and serves under his/her general direction. This position coordinates the activities and operations of the Finance Division, to include budget preparation, financial reporting and analysis, coordination of information to the District's independent auditors, maintenance of controls and budgets designed to mitigate risk and enhance the accuracy of the district's reported financial results, and ensure compliance with state and federal regulations and adopted District appropriations.

Supervision:
Directly supervises and leads the work of assigned staff.

ESSENTIAL FUNCTIONS

Essential functions may include, but are not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of accounting staff, including accounts receivable, accounts payable, general ledger, financial reporting, and payroll processing.
- Establish schedules and methods for providing the assigned financial services; identify resource needs; review needs with appropriate District staff; allocate resources accordingly.
- Prepare, audit and supervise the distribution of all financial reports.
- Participate in the maintenance of general ledger and accounting control records; reconcile various bank accounts to the general ledger.
- Oversee year-end audit report preparation including verification of account and fund balances, comparison of previous and current year revenues and expenditures, preparation and input of statements.
- Participate in the preparation and administration of annual budget; submit budget recommendations; monitor expenditures.
- Prepare analytical and statistical reports on operations and activities; prepare financial statements.
- Recommend and assist in the implementation of goals and objectives; implement approved policies, procedures and programs to meet changing District needs.

- Participate in the selection of accounting staff; provide or coordinate staff training; and supervise assigned staff.
- Maintain confidentiality of work-related issues and District information.
- Act as liaison or contact person with outside agencies; attend meetings and conferences.
- Build and maintain positive working relationships with co-workers, other District employees, elected officials, contractors, and the public using principles of good customer service.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Perform other duties as required or assigned.

QUALIFICATIONS

Knowledge of:

- Governmental budgeting principles and terminology, fund accounting, financial analysis, and financial forecasting tools and techniques.
- Techniques and practices for efficient, and cost effective management of resources.
- Principles of record keeping, public records, contracts management, and records management.
- Principles of supervision, training, and performance evaluation.
- Public finance and grants administration.
- Customer service standards and protocols.
- The California Public Employees' Retirement System (CalPERS).

Ability to:

- Develop and administer administrative and accounting standards and procedures, applicable federal and state rules and regulations, and District policies and procedures.
- Select, train, supervise, evaluate, mentor, and discipline staff.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct financial research and analysis.
- Monitor and interpret financial documents, and assure compliance with regulatory requirements.
- Evaluate workflow, and assess and prioritize multiple tasks, projects and demands.
- Effectively communicate to diverse audiences in verbal and written English; prepare and use appropriate, user-friendly visual and written materials; make public presentations.
- Utilize computer equipment and software to produce complex reports, informational items, tracking systems and related documents.
- Apply Federal, State and local laws and regulations pertaining to accounting and auditing activities.
- Conduct sound audits of financial records.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain confidentiality.

MINIMUM QUALIFICATIONS

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

Education:

Bachelor’s degree with major course work in accounting, finance, economics, business or public administration or a closely related field. Degrees and college units must be obtained from an accredited college or university. Course from non-accredited institutions will not be considered for this requirement.

Experience:

Three to five years of increasingly responsible public agency finance and accounting experience, including at least one year of supervisory responsibility.

LICENSES AND/OR CERTIFICATES

Possession of or ability to obtain and maintain a valid Class C California driver’s license at time of employment.

PHYSICAL DEMANDS:

These functions may be performed with or without reasonable accommodation:

- Use dexterity and vision necessary to operate computer equipment with a high degree of productivity and accuracy.
- Sit at a desk and in meetings on a continuous basis for long periods of time.
- Intermittently twist and bend to reach equipment in work area.
- Perform simple gripping, grasping and fine manipulation; in addition, perform repetitive keystrokes on both a computer keyboard and 10-key adding machine.
- Use a telephone and communicate through written and electronic means.
- Lift and carry weight of 20-pounds or less of varying period of time
- See in the normal vision range with or without correction.
- Hear in the normal range with or without correction.

WORKING ENVIRONMENT:

Work is preformed indoors in a carpeted and air-conditioned office environment with natural and fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to external environment when going to outlying offices and meeting. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.