



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 general direction, plans, organizes, directs and supervises District accounting functions, including payroll. Performs highly complex professional accounting duties including preparing, coordinating, monitoring, forecasting and analyzing financial data, information and business service activities; supervises assigned staff; and performs related work as assigned.

CLASS CHARACTERISTICS

This position reports to the Director of Finance and is responsible for the development and administration of activities related to the District's accounting affairs. The incumbent is expected to demonstrate a high level of professional/administrative expertise and initiative in establishing and maintaining effective departmental operations consistent with District policies and administrative guidelines established by the General Manager.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.

- Plans, organizes, directs and supervises District accounting programs and activities; recommends program goals, objectives and priorities; monitors and evaluates the efficiency and effectiveness of assigned programs and activities; assesses and monitors staff workloads; identifies opportunities for improvement and makes recommendations.
- Directs and performs professional accounting work, including bank reconciliation, maintenance of general ledger, accounts receivable, accounts payable, payroll and reporting.
- Provides backup for the review and authorization of expenditure requests and check disbursement.
- Reviews erroneous accounting entries and make the corrected entries.
- Responsible for all accounting records, general ledger, payroll, cash disbursements, reconciliations.
- Ensures accuracy of accounting transactions.

- Demonstrates an ability to apply the standards set by the generally accepted accounting principles (GAAP); initiates any actions necessary to correct deviations.
- Demonstrates an understanding of the most complex challenges/problems affecting departmental operations and demonstrate an ability to work with others toward resolution of those problems.
- Assists with yearly budget and audits.
- Prepares periodic and special financial reports and analyses, including those required for submission to various governmental agencies; reports the financial status of the District; conducts special studies and makes policy and procedure recommendations in areas of expertise.
- Coordinates administration and financing activities for the Community Facilities District (CFD) program.
- Confers with District staff at all levels and represents the District in contacts with the local financial community and the public; participates in a variety of Boards and Committees; attends and participates in professional meetings; stays abreast of new trends and innovations in the field of accounting.
- Supervises, trains and evaluates assigned staff; plans and organizes work; develops and establishes work methods and standards; reviews and evaluates employee performance; recommends and initiates disciplinary actions as needed.
- Performs related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Knowledge of

- Governmental, fund and general accounting principles, practices and procedures, including budgeting and audits.
- Principles and practices of public administration, including personnel, budgeting, purchasing, work planning and organizational development.
- Federal, state, and local laws, regulations, and policies pertaining to accounting and finance in a public agency.
- The principles and techniques of supervising subordinate staff in an administrative environment.
- District personnel policies and labor contract provisions.
- The requirements and procedures associated with public agency records management.
- The use of standard office equipment, including personal computers and computerized applications related to accounting and administrative work.
- Principles and methods of mathematics as required to perform financial and accounting work.

Ability to

- Plan, organize, and direct District payroll and accounting programs.
- Supervise the work of subordinate employees performing accounting-related activities.
- Develop, coordinate and provide training to subordinate staff.
- Organize staff work schedules to meet operational requirements.
- Understand, interpret, explain and apply local, state and federal accounting and finance laws, regulations, rules and requirements.
- Analyze technical and operational issues and problems, evaluate alternatives, and reach sound conclusions and recommendations for action and improvement.
- Monitor and maintain assigned functions at an optimal and cost-effective level.
- Provide technical assistance and leadership on all aspects of the assigned work.
- Prepare statistical, narrative and other reports as required.
- Use mathematics as necessary to perform the full range of financial and accounting work.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

Education

Graduation from an accredited four year college or university with a bachelor's degree in accounting or a related field.

Experience

Six years professional accounting experience, including at least two years in a supervisory capacity. Experience must have included accounting systems and project control. Experience with Public Agency and/or Governmental Accounting is highly desired.

Licenses/Certificates

- Possession of a valid California driver's license, Class C or higher, is required.
- Possession of, or ability to obtain, certification from District-provided CPR/First Aid training is required.

Physical Requirements

The following abilities are considered necessary to successfully perform the essential functions of this class; however, applicants who request accommodation will be considered on a case-by-case basis.

Ability to: communicate orally, in person and by telephone, in face-to-face, one-to-one, and group settings; sufficient manual dexterity to use office equipment such as computers, copiers, telephones and FAX machines; sit for extended periods of time; have hearing and vision within normal ranges; frequently lift, carry, push or pull 20 pounds; travel as necessary to conduct District business.

FLSA: Exempt
Range: 91
Union: Non-Represented
Reviewed: March 16, 2011