



July 2022
FLSA: Exempt

ACCOUNTING MANAGER

DEFINITION

Under general direction, performs complex and highly responsible professional accounting work, including auditing, analyzing, and verifying financial records, preparing financial and statistical reports, providing assistance and information to Town staff regarding accounting practices and procedures, and reconciling general ledger accounts; participates in the preparation of the Town's annual budgets; prepares year-end audit reports and schedules; provides complex professional administrative assistance to the Finance Director in the planning, administration, and implementation of department programs. Provides assistance to staff with the development and maintenance of fiscal policies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional accounting series. Incumbents work under general direction and exercise a discretion and independent judgment in performing the full range of routine to complex accounting and financial record-keeping functions. Successful performance of the work requires extensive knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Finance Director in that the latter has full management and supervisory authority in planning, organizing, and directing the full scope of operations within the division.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in planning, organizing, and coordination of the financial administration and accounting system of the Town.
- Participates in developing systems and procedures for governmental accounting, internal auditing activities, and internal control.
- Coordinates finance related activities with other Town departments and outside agencies.
- Prepares regular and special financial reports on revenues, expenditures, and fund and cash balances for the Finance Director and other departments.
- Analyze and interpret accounts and budgetary records; post, balance, maintain and review general and subsidiary ledgers.
- Reviews and assist with coordination of accounts payable, accounts receivable, and payroll processes.
- Administers billing and collection activities.
- Administers laws and ordinances pertaining to taxes, licenses, and permits.
- Responds to difficult citizen complaints and requests for information.
- Completes and reviews tax reports including payroll taxes, 1099's, User's Use Tax and Transient Occupancy Tax.

- Provides assistance and review in various grants reporting and accounting requirements; assist in reviewing contracts and disbursement requests to determine if expenditures are made in accordance with approved contract terms and budgetary provisions.
- Oversees annual independent financial audit.
- Participates in the preparation of audit schedules and reports for external auditors and assists the Finance Director during the annual auditing process.
- Assists in budget preparation.
- Participates in the maintenance of the fixed assets, inventory, and all property records of the Town.
- Provides mentorship and training to finance department staff as needed.
- Provides complex professional and technical assistance in the administration and implementation of the Town's financial, auditing, and accounting programs, including financial report development, budget monitoring, forecasting, and collection of revenues.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Analyzes financial data and prepares a wide variety of financial reports and statements, including the Redevelopment Agency's Comprehensive Annual Financial Report.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; prepares monthly and year-end journal vouchers for a wide variety of financial programs.
- Coordinates and administers a wide variety of financial and accounting programs, including monitoring the property tax increment by project area and monitoring and reconciling loan programs.
- Participates in the compilation and preparation of annual budgets, including assisting other departments with budget preparation, providing revenue and expense projections, monitoring expenditures, and preparing and updating cash flow and projections.
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- Prepares payment requisitions for debt service transfers, fees, and agreements; maintains historical data on debt service requirements; projects costs and property taxes.
- Processes and reconciles revenues, expenditures, and technical transactions in compliance with all applicable Federal, State, and Town laws, rules, regulations, and ordinances.
- Provides financial information to bond consultants, fiscal agents, investors, or consultants, as requested.
- Prepares and processes reports and records including cash flows, historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including payment authorizations, mainframe computer printouts, and fiscal agent bank statements, checks, and receipts.
- Refers to manuals, documents, and books including Auditing and Financial Reporting Manual and Governmental Accounting and Financial Reporting Standards.
- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Coordinates technical and financial information and communications between the division, other departments, and external agencies regarding allocations and accounting issues.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Assists in writing and reviewing the Recommendation and Fiscal Impact sections of staff reports; prepares reports takes to the Town Council and various other committees and boards.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Technical accounting principles, practices and procedures utilized in a municipal level accounting and general ledger system with emphasis on fund accounting and the management of a municipal treasury function.
- Principles of providing functional direction and training.
- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- Public agency finance and account functions, payroll processes and techniques, employee benefits processes as they relate to payroll, and laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Generally Accepted Accounting Practices (GAAP) for governments, fund accounting practices and procedures.
- California Revenue Development Law, municipal leases, bond financing, and Governmental Accounting Standards Board (GASB) standards.
- Principles and practices of business organization and public administration.
- Research and reporting methods, techniques, and procedures.
- Technical report writing and preparation of correspondence.
- Principles and procedures of record keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, and assist with coordination of the accounting, financial, budgetary, property management, and other support service functions.
- Understand and apply laws, rules and regulations to specific accounting and financial transactions; analyze and interpret financial information and accounting records.
- Prepare clear, accurate, concise, and timely reports and records; recognize and install improvements in financial record keeping system.
- Analyze financial data and draw sound conclusions.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Review payroll and other financial documents for completeness and accuracy.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Follow department policies and procedures related to assigned duties.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Develop and maintain cooperative working relationships with employees, management, and other outside agencies.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field and five (5) or more years of responsible professional public accounting experience.

Licenses and Certifications:

- Desired: GFOA Certificate as a Public Finance Officer or other related certificate of training, additional graduate work with an emphasis in public finance or CPA credentials.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. 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 occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

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.