



## JOB DESCRIPTION

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# **ACCOUNTING MANAGER**

## **DEFINITION**

Under the direction of the Administrative Services Director, maintains City/Redevelopment Agency financial records; supervises accounts payable, payroll, treasury and other financial activities of the City/Redevelopment Agency.

## **EXAMPLES OF DUTIES**

1. Supervises Finance Division personnel involved in the accounts payable and general accounting functions for the City/Redevelopment Agency; maintains accounting ledgers and journals.
2. Prepares periodic accounting reports, including reports to assessment districts and other specialized reports required by City policy and state regulations.
3. Assists the Administrative Services Director in the fiscal management program of the City/Redevelopment Agency, including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing, and investment of funds.
4. Advises departments on control processes, assists in the selection of external auditor, and develops or provides information necessary to audit functions.
5. Responsible for the compilation of budget requests, preparation of preliminary and final budget documents, and various transactions required for budget control and administration.
6. Responsible for the preparation of all reports on City/Redevelopment Agency fiscal affairs, including those required by federal and state agencies.
7. Responsible for the development of computerized accounting programs and in the control of accounting procedures.
8. Supervises all daily computer functions within the finance department, and provide assistance to the Information Services Manager relative to the installation of new applications and trouble shooting of ongoing program problems.
9. Responsible for assessment district administration and records relating thereto.
10. Prepares cash forecasts and analyses of accounts and bonded debt statements.
11. Assists the Administrative Services Director in the cash management and investment program and bond issuances.
12. Responsible for monthly reconciliation of checking account and preparation of Treasurer's Report.
13. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.



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### QUALIFICATION GUIDELINES

#### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A combination of college level accounting courses and five years' increasingly responsible professional accounting or auditing experience is required. A four year degree in accounting or business administration or closely related field and local government experience are desirable.

#### Knowledge, Skills and Abilities

Knowledge of governmental accounting and finance administration principles, systems, procedures, reports and practices; management and organization theories, principles, practices and methods; laws and regulations which govern municipal finance administration; treasury management and investment programs available for municipal funds; municipal budgeting processes. Must have skill in the analysis of financial issues as they relate to municipal services, operation of a variety of finance and computer equipment, in dealing effectively with subordinates, supervisors, peers and the general public. Must have ability to learn systems, procedures and reports which make up the City/Redevelopment Agency finance program, effectively direct subordinates, analyze fiscal data and draw logical conclusions, communicate effectively, both orally and in writing, and develop cooperative working relationships with City staff and elected officials.

### SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and satisfactory driving record.

### ESSENTIAL ELEMENTS

#### Physical Demands

Sitting, walking, reaching, grasping, lifting, manual dexterity, clear speech-complex, clear-seeing, and driving (car).

#### Stress Factors

Some pressure in assisting the public. Ability to assist, interpret and explain actions to the public, staff and City officials.

#### Work Environment

Considerable work with the public and staff; verbal contact, face-to-face and telephone.

#### Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

#### Equipment

Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, typewriters, various computer printers.