



CLASSIFICATION SPECIFICATION

ACCOUNTING MANAGER

DEFINITION:

Under general direction, plans, organizes, supervises and participates in all aspects of the Finance Department's activities, including general accounting, cash management internal control functions, customer service, billing, payroll, accounts payable and accounts receivable; prepares a variety of monthly and annual reports; assists in the preparation and administration of the District's budget; provides highly responsible and complex staff assistance to the Director of Finance related to special projects; and performs other duties as assigned.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Finance. Exercises general supervision over Accounting, Billing, and Customer Service staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for all Accounting related duties, including general ledger, accounts payable, accounts receivable, payroll, billing, customer service, work order maintenance, and cost accounting.
- Performs complex analysis of revenues and expenditures; recommends amendments to the budget.
- Serves as a financial resource to the Director of Finance and various District departments; provides information regarding a variety of accounts, revenues, and expenditures.
- Reviews, edits and updates financial information to be posted to the general ledger.
- Assists departments in the proper classification of revenues and expenditures.
- Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; monitor cash flows.
- Prepare comprehensive financial studies, reports and statements as directed.
- Maintain and adjust the District's fixed assets records.
- Performs the more technical and complex tasks of the Department and trains others to do the same.

- Participates in the interviewing and hiring of new staff; counsels employees on performance issues, approves time off for payroll purposes, and prepares and signs employee performance evaluations.
- Supervises and participates in customer service and billing functions; handles and resolves the more difficult customer service inquiries.
- Oversees and supervises collection efforts to ensure all accounts are paid on a timely basis and in compliance with the fair debt standards act.
- Reviews bank and investment account statement reconciliations; assists with petty cash handling; ensures that all payments are received and appropriately posted to accounts which are made through credit card, phone, check, auto pay, and designated offsite locations; process payment errors, bank transfers and wire transfers as needed.
- Processes and reconciles miscellaneous payments received for miscellaneous payments, property taxes, surplus payments.
- Supervises and participates in the monthly and annual preparation of the District's financial statements in accordance with advanced knowledge of generally accepted accounting standards; reviews accounting documents to ensure accurate information and calculations.
- Oversees and participates in accounts payable activities; reviews invoices and approves requisitions; approves purchase journal and fund availability; processes canceled checks; issues payments on invoices; maintains and issues payment for debt accounts.
- Oversees and participates in payroll activities; ensures yearly tax rates are accurate and updated in accounting system; reviews timesheets and processes discrepancies; approves and posts biweekly payroll; approves and ensures accuracy of pay rate changes and retroactive payments; reviews and approves Federal and State quarterly reports; oversees vacation and sick leave payouts; serves as the employee benefit representative and processes benefit related changes.
- Assists in preparing the District's annual budget and midyear budget as required by the Director of Finance.
- Prepares and participates in the preparation of the District's policies and procedures in accounts payable, payroll, cash receipts, fixed assets, water utility billings and the District's Financial Statements.
- Sets up, reviews, authorizes and maintains journal entries, journals, ledgers and supporting financial records and maintains the general ledger.
- Performs special projects for the Director of Finance.
- Responds to District staff, auditors and other governmental agencies on a variety of requests relating to District accounting information and records.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies, District staff and Board, and the general public.

- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
- Works weekends, evenings and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Performs other related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

- Work in an office environment with some exposure to dust, dirt, and hazardous materials.
- Stand, walk and sit for extended time periods; able to carry, push, pull, reach and lift objects of light to medium weight; hearing and vision within normal ranges.
- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings; regularly use a telephone and two-way radio for communication.
- Read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with all levels of District management, employees, the public and others encountered in the course of work.
- Operate office equipment including use of computer and keyboard; work at a desk and computer for extended time periods; look at computer monitor for extended time periods.
- Travel by vehicle while conducting company business.

QUALIFICATIONS: *The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and/or experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be graduation from a four-year college or university with a Bachelor's degree in Accounting, Finance or Business Administration, and a minimum of two (2) years of experience in finance and accounting at a senior management level and supervisory capacity within local Government.

License/Certificate:

Possession of a valid Class C California driver's license and satisfactory driving record.

Possession of, or ability to obtain within six months of employment, a valid Notary

Public designation.

Possession of, or ability to obtain, a valid Certified Public Accountant license is highly desirable.

KNOWLEDGE/SKILLS/ABILITIES: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

Knowledge of:

- Advanced principles, practices and terminology of general, funds, and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
- Budgeting principles, methods and terminology.
- Cost accounting principles, methods and procedures.
- Laws and regulations relating to the financial administration of public agencies.
- Principles and practices of auditing and internal control.
- Principles and procedures of cash management.
- Principles, procedures and techniques of financial analysis.
- Advanced operations and uses of standard spreadsheet, database, word processing and presentation software.
- Principles and practices of business data management, particularly related to the processing of accounting information and interpretation of input and output data.
- Safe work methods and safety regulations.

Ability to:

- Plan, assign, train, evaluate and supervise the work of subordinates engaged in accounting and customer service work.
- Develop and implement account system modifications.
- Analyze, interpret, and prepare financial and accounting records and reports.
- Analyze and interpret complex utility billing records and coordinate with Customer Service billing staff.
- Interpret and explain District financial policies and practices.
- Verify and ensure the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursement.
- Analyze, post, balance and reconcile complex financial data and accounts.
- Prepare clear, concise and complete financial documents, statement and reports.
- Select, supervise, train and evaluate staff.
- Understand and follow oral and written directions.
- Work effectively with a small group or individually.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain excellent working relationships with community organizations, District staff and Board, and the general public.
- Operate a computer and related software at an advanced level.

STATUS: Exempt