



## ACCOUNTING MANAGER

### **DEFINITION**

Under general direction, plans, organizes, oversees, coordinates, and manages the activities, staff, and operations of the Accounting Division including general accounting, cash management, internal control functions, customer service, billing, payroll, accounts payable, accounts receivable, procurement, and purchasing; prepares a variety of monthly and annual financial and accounting reports; assists in the preparation and administration of the District's budget; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to management in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Finance. Exercises direct supervision over professional, technical, clerical, and administrative support staff, as assigned.

### **CLASS CHARACTERISTICS**

This is a management classification responsible for planning, organizing, and managing the activities, staff, and operations of the Accounting Division including general accounting, cash management, internal control functions, customer service, billing, payroll, accounts payable, accounts receivable, procurement, and purchasing. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to field operations. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **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 where appropriate so qualified employees can perform the essential functions of the job.*

- Plans, manages, and oversees the daily functions, activities, staff, and operations of the Accounting Division, including general ledger, accounts payable, accounts receivable, payroll, billing, customer service, work order maintenance, cost accounting, procurement, and purchasing.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the District's annual and midyear budgets, as directed; determines funding needed for staffing, equipment, materials, and supplies; performs complex analyses of revenues and expenditures; recommends amendments to the budget; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and

monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.

- Participates in the selection of, trains, motivates, and evaluates assigned personnel; counsels and works with employees to correct deficiencies; authorizes employee requests for time off; recommends and implements discipline and termination procedures.
- Sets up, reviews, authorizes, and maintains journal entries, journals, ledgers, and supporting financial records and maintains the general ledger.
- Reviews, edits, and updates financial information to be posted to the general ledger; assists departments in the proper classification of revenues and expenditures; monitors and balances various accounts verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems; monitors cash flows.
- Maintains and adjusts the District's fixed asset records.
- Performs the more technical and complex tasks of the Department and trains others to do the same.
- Reviews bank and investment account statement reconciliations; assists with petty cash handling; ensures all payments are received and appropriately posted to accounts through credit card, phone, check, auto pay, and designated offsite locations; processes payment errors, bank transfers, and wire transfers, as needed.
- Processes and reconciles payments received for miscellaneous payments, property taxes, and 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 they contain accurate information and calculations.
- Oversees and participates in accounts payable activities; reviews invoices and approves requisitions; approves the purchase journal and availability of funds; 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 the 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.
- Works weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
- Prepares and presents a variety of comprehensive financial reports, statements, staff reports, and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- Conducts a variety of organizational and operational studies, investigations, and special projects for the Director of Finance.
- Serves as a liaison for assigned functions with other District departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces as necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in public agency accounting and finance; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.

- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; explains and justifies departmental programs, policies, and activities.
- Directs the establishment and maintenance of working and official division files.
- Ensures staff compliance with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Advanced principles, practices, and terminology of general funds and enterprise accounting, including financial statement preparation and methods of financial control and reporting.
- Cost accounting principles, methods, and procedures.
- Principles and practices of auditing and internal control.
- Principles and procedures of cash management.
- Principles, procedures, and techniques of financial analysis.
- Principles and practices of business data management, particularly related to the processing of accounting information and interpretation of input and output data.
- Principles, practices, laws, and regulations of public administration and financial administration as they pertain to a special district.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports and general business correspondence.
- District and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District 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, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, organize, oversee, and manage accounting staff, operations, and activities.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Read and interpret complex data, information, and documents; analyze and solve complex problems.
- Prepare clear, concise, and complete financial documents, statements, and reports.
- 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.
- Provide excellent customer service and resolve public concerns and complaints.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the division and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- 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:*

Education:

- Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field.

Experience:

- Six (6) years of increasingly responsible, public sector professional accounting experience, including two (2) years of management and supervision experience.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

### **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 and over the telephone. This is primarily a sedentary office classification although standing in work areas 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **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.