

ACCOUNTING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the accounting division within the Administrative Services Department including accounting, auditing, and payroll functions and the maintenance of accounting systems, statistical and financial report preparation, audit oversight, cash management, and the analysis of fiscal records and information; to assist with purchasing, treasury and budgeting functions; to coordinate accounting activities with other divisions and departments; and to provide highly complex staff assistance to the Administrative Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director.

Exercises direct supervision over assigned [management, supervisory, professional, technical and administrative support] staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct accounting activities including accounting, auditing, and payroll and the maintenance of accounting systems, statistical and financial report preparation, audit oversight, cash management, and the analysis of fiscal records and information.

Direct, oversee and participate in the development of the accounting work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the accounting operations budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Assist in management of the treasury and the purchasing functions.

Develop and recommend systems and procedures related to payroll activities; research and develop systems to address new City, State and Federal requirements and standards.

Review the payroll process and assess the effectiveness of the process; determine alternatives and solutions to problems that arise; assist data processing in developing effective payroll programs.

Compile, review and document benefit data; provide information to providers; answer questions from staff regarding benefits.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Ensure compliance with all relevant generally accepted government accounting standards, policies and regulatory reporting requirements; oversee the City-wide audit process; review and verify the accuracy of records and reports.

Prepare and/or oversee and review daily cash position/forecast, annual ROPS, the City's general ledger and required subsidiary ledgers, and required governmental reports including year-end payroll taxes and W-2 processing.

Serve as liaison with City departments and other private and public sector organizations for related system operations; provide information regarding the City's accounting policies, procedures and reporting capabilities.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and terminology used in public agency financial, accounting, auditing and reporting functions as well as the specific City of San Pablo financial policies and procedures.

Principles, practices and requirements of relevant financial regulatory requirements.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, implement and direct accounting, auditing, and payroll functions of the Finance Division and the maintenance of accounting systems, statistical and financial report preparation, audit oversight, cash management, and analysis of fiscal records and information operations/activities.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in accounting in a governmental or public agency setting, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Established: February 2013

Revised/Retitled from Finance Supervisor: February 2019

FLSA: Exempt