

City of San Bruno

CLASS SPECIFICATION

CLASS TITLE

ACCOUNTING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Finance division within the Finance Department including managing general accounting and payroll operations, maintaining the City's financial records; ensuring accuracy and compliance with generally accepted accounting principles and standards; maintaining subsidiary and general ledgers; completion of the month and year-end close process; coordinating the annual audit process; maintaining the City's fixed asset records; reconciling bank accounts and investments; to coordinate activities with other departments; and to provide high complex staff assistance to the Finance Director.

DISTINGUISHING CHARACTERISTICS:

The Manager level recognizes positions that provide full line and functional management responsibility for a division, as identified by the City, within a department.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Finance Director.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Develop and implement divisional goals, objectives, policies and procedures.
- Plan, organize and direct Finance division activities including overseeing accounts payable, payroll, accounts receivable, and cash receipt activities.
- Direct, oversee and participate in the development of the financial division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the Financial division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.
- 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.
- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

- Research and prepare technical and administrative reports; prepare written correspondence.
- Manage and perform the accounting and payroll functions of the Finance department, prepare and review journal entries, and general ledger postings, supervise reconciliations of the City's financial activities including bank accounts and investments, and maintenance and reconciliation of general and subsidiary ledgers
- Establish and monitor internal controls to ensure accounting standards are met; develop and implement policies and procedures relating to accounting activities.
- Conduct and coordinate the City's annual audit and serve as the liaison between the City and its external auditors. Ensure the completion of annual State Controller's Office Reports and other compliance reports as required.
- Oversee the maintenance of the City's financial software system and ensures that system upgrades occur in a timely manner and communicates changes/impacts to system users.
- Manage the month-end and year-end close process and prepares related reports.
- Provide financial information to City officials, staff, vendors and the general public.
- Perform financial studies and analytical and statistical reports as assigned.
- Report for work at any time in event of disaster or other emergency situation.
- Serve as a member of various employee committees.
- Attend seminars and workshops related to duties and responsibilities.
- The Accounting Manager may serve in a temporary appointment as the acting department head in the absence of the Finance Director.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Principles of current governmental accounting theory, principles and practices; internal control procedures; payroll and accounts payable functions.
- Practices of Governmental Accounting, Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Procedures (GAAP), and Governmental Accounting Standards Board (GASB) announcements.
- Practices of financial management software systems and ability to utilize various software programs to analyze and maintain large amounts of data.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal rules, regulations and laws.
- Principles and practices of organizational analysis and management.
- Budgeting procedures and techniques.

- Principles and practices of supervision, training and personnel management.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability To:

- Organize and direct Finance division operations, ensuring compliance with City policies and procedures, local, state, and federal laws and regulations.
- Ability to sit, talk, hear, use hands and fingers, handle, or feel objects, tools, or controls; reach with hands and arms; occasionally stand or walk.
- Ability to occasionally lift and/or move up to 25 pounds.
- Ability to adjust focus, possess close vision.
- 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.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.
- Analyze and prepare complex financial reports; maintain efficient and effective financial systems and procedures; accurately account for City funds.
- Analyze budgets and perform analysis of budget impact on fund balances to communicate effectively orally and in writing.
- Establish and maintain effective working relationships with employees, City officials, vendors and the public.
- Operate listed tools and equipment.
- Accurately record and maintain records; analyze fiscal, budgetary or administrative problems and propose solutions.
- Read, interpret and understand complex rules, regulations and ordinances.
- Work independently.

- Analyze and review organizational and management problems and recommend and implement effective courses of action; Draft and edit reports and various documents.
- Learn, interpret and apply City policies, procedures, rules and regulations.
- Perform advanced level research and project management; elicit cooperation of others.
- Properly interpret and make decisions in accordance with laws, rules, and policies and to assimilate and understand information consistent with essential job duties.
- Think clearly and work well under normal and high-pressure situations; make sound judgments in a manner consistent with essential job duties.

EDUCATION AND EXPERIENCE

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration, or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree in public or business administration is desirable.

Five (5) years of progressively responsible experience performing accounting or financial analysis, with minimum 2 years in a supervisory role. Government accounting experience is desirable.

SPECIAL REQUIREMENTS

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of CPA is highly desirable.

WORK CONDITIONS

Incumbents generally work in an office environment with extensive public contact. Incumbents may be required to work in the field on occasion. The noise level in the work environment is usually quiet but can be moderately noisy. The noise level when in the field can be quite noisy.

Category:	Division Manager
FLSA Classification:	Exempt
Effective Date:	June 3, 2022
Revised:	N/A