

## ACCOUNTING MANAGER

Bargaining Unit: Management Employees Group  
FLSA Status: Exempt

### **DEFINITION:**

Under general direction, manages and directs the Accounting Division of the Finance Department, including the budget development process and preparation of the budget book; budget monitoring, analysis and reporting; short- and long-range fiscal forecasting; ensuring adherence to financial policies and procedures; and capital planning. The Accounting Manager trains and evaluates assigned staff.

### **CLASS CHARACTERISTICS:**

This is a single position classification at the managerial level in the Finance Department responsible for managing the budget and accounting functions. The Accounting Manager has a broad range of independence within policy and procedural limitations and works under minimal supervision. The incumbent is accountable to the Finance Director for the quality and efficiency of services directed. The Accounting Manager is expected to provide resources, system support, and oversight to all subordinate professional and paraprofessional staff. This position is responsible for the successful planning and implementation of the citywide budget process and the day-to-day accounting operations.

### **EXAMPLES OF DUTIES (illustrative only):**

- Plan, organize, direct and evaluate the activities of the Accounting Division including general accounting, accounts payable and payroll.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; work with employees on performance issues; and implement disciplinary procedures.
- Prepare, review and maintain journal entries and general ledger postings and supporting financial records and supervise the maintenance of the General Ledger.
- Conduct and coordinate the annual audit and serve as the liaison between the City and the external auditors, provide requested information and necessary documentation for completion of the audit, and ensure timely completion of the audit, State Controller's Office reports and other compliance reports as required.
- Oversee reconciliations of the City's financial activities including bank accounts and investments, month-end and year-end close processes and prepare related reports.
- Plan and implement citywide budget process and related fiscal programs.

- Effectively communicate budget preparation calendar and information needs, capabilities, and limitations as well as budget policies, procedures and outcomes to departments, city officials, citizens, and other interested parties.
- Project citywide personnel costs on an annual basis and as needed.
- Monitor the City's budget, perform budget analysis, prepare quarterly budget status reports, develop financial and capital plans, and prepare short- and long-range financial forecasts.
- Research and implement new budget initiatives that increase the usefulness and clarity of budget presentations and maximize staff efficiency.
- Conduct a variety of special studies; prepare and present various analyses, statistical compilations, and reports to City staff, City Council, or the public.
- Assist in the management of the City's capital financing programs, including debt issuance.
- Facilitate development and implementation of improved processes and standard procedures.
- Participate in the development and implementation of Department goals, policies, and priorities.
- Assist in operational administration of risk management activities as assigned.

**QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

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

Graduation from an accredited college or university with major course work in accounting, financial management, economics, business administration or related field. Five (5) years of progressively responsible professional municipal or government financial management experience with substantial work in budget preparation, administration, analysis, organization-wide coordination, and three (3) years of supervisory experience.

A Certified Public Accountant (CPA) License, Certified Public Finance Officer (CPFO) Certificate, or similar designation, or a Master's in Public or Business Administration may be substituted for one (1) year of experience.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Management principles and practices.
- Principles and practices of governmental accounting and financial management, including Generally Accepted Accounting Principles (GAAP).

- Principles and practices of budget preparation, adoption, administration, evaluation, and coordination.
- Applicable federal, state and local laws and regulations.

Ability to:

- Plan, organize, supervise and participate in the activities of the budget function.
- Effectively plan and implement citywide budget process and related fiscal programs; develop financial plans and forecasts.
- Analyze financial and accounting reports and make appropriate recommendations on projected revenue or cash flow.
- Develop records, systems and procedures to ensure internal control over accounting operations; develop and implement goals, objectives, policies, procedures, work standards, and internal controls and train staff in their use.
- Communicate effectively orally and in writing with diverse groups including staff, leaders of other department, citizens, and other stakeholders.
- Be flexible to changing conditions.
- Work with multiple projects while dealing with frequent interruptions and changing priorities, while staying on schedule and meeting deadlines.
- Maintain confidentiality.
- Interpret and apply state, federal and local laws and regulations related to governmental accounting and financial management.
- Draw valid conclusions and project consequences of decisions and recommendations.
- Prepare clear, concise and complete reports, other written materials, and make multimedia presentations of complex, technical, and/or statistical information.
- Establish and maintain effective working relationships with employees, team members, service providers, and the general public.

#### **WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:**

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

*Travel: Positions in this class may require local and statewide travel as necessary.*