



## **ACCOUNTING MANAGER (CONTROLLER)**

### **DEFINITION**

Under limited direction, the Accounting Manager (Controller) directs and administers the Accounting Division of the Finance Department; maintains financial records for all programs of the City and its related joint powers agencies; safeguards City assets and ensures compliance with City Council resolutions through establishment of an internal control structure of policies, procedures, and review of financial transactions; reports on the status of City financial transactions to City Council and other authorities.

### **DISTINGUISHING CHARACTERISTICS**

This is a single-position classification. The Accounting Manager (Controller) functions as manager over the Citywide accounting activities and provides technical accounting expertise to other City departments and related agencies. The Accounting Manager is distinguished from the next lower classification of Accounting Services Supervisor in that the former is a management-level position with responsibilities over Citywide accounting function and activities.

### **SUPERVISION RECEIVED AND EXERCISED**

Limited direction is provided by Deputy Finance Director. Responsibilities may include direct supervision of major function containing professional, technical, and clerical positions.

### **ESSENTIAL FUNCTION STATEMENTS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.*

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

Participates in the development and implementation of goals, objectives, policies, and priorities relating to assigned services and activities; recommends and implements resulting policies and procedures.

Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.

Oversees internal audit of assigned operations; analyzes procedures and determines that City operates in compliance with City rules and regulations; evaluates internal controls and makes recommendations for improvement.

Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends adjustments as necessary.

Assists in the preparation and administration of the City's budget; prepares expenditure and revenue calculations and projections as well as historical comparisons and trend analysis; assists in determining impacts of State legislation.

Perform the annual appropriations limit (Gann Proposition 11) calculations derived from City and State data.

Compiles and prepares financial statements, general and subsidiary ledgers, supporting schedules, and other financial and statistical reports, including preparation of the CAFR, serving as lead analyst in assembling financial documents used in the preparation thereof, and in preparing the State Controller's report for both the City and component units; meet provisions of federal requirements, including the Single Audit Act, various grants, other reports and filings.

Supervise external audit activities, analyzing audit steps and progress.

Coordinate accounting related activities with other City departments, divisions, and sections and with outside governmental and community agencies.

Participate in data processing procedures related to automated accounting systems or those systems that affect the general ledger. Provide necessary testing and support to determine that automated systems are performing appropriately.

Respond to citizen inquiries and complaints regarding a variety of accounting and budgetary matters.

Maintain the records of current inventories of all property of the City by all City departments, offices and agencies.

Participates in complex studies and analysis having a financial impact; coordinates with other departments to gather data and provide input; reviews and analyzes information; prepares study report and recommendations as appropriate.

Provides analytical and administrative support to special projects; researches, compiles, and reports data for special projects.

Provides staff assistance to management staff; participates on a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary; prepares various reports for the City Council; prepares monthly internal financial reports, analyzes budget to actual percentages, and investigates significant variances.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of accounting; incorporates new developments as appropriate into programs.

Train professional, technical and clerical staff on accounting matters.

Advise the Deputy Finance Director of financial implications and fund availability of items in Council reports.

Participate in negotiations and meetings with outside individuals such as consultants or private service providers.

Review legislation and accounting and/or recording pronouncements affecting the City or any component units.

Assist in the administration of the City's debt portfolio.

Assist with the preparation of the City's annual budget and capital improvement program.

Assumes additional supervisory responsibilities as assigned in the absence of the Deputy Finance Director.

Performs additional duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Government accounting and auditing.

Investment, debt financing and administration and actuarial practices.

Federal (OMB) grant compliance and reporting requirements.

Cash handling practices and controls.

Municipal revenue sources, restrictions, and compliance requirements.

Operating and capital cycle budgeting practices.

Principles of supervision, training, and performance management.

Budget preparation, program analysis, and revenue forecasting.

Complex financial analysis and research procedures.

Personal computer programs related to financial applications.

The utilization of financial computer application systems and programs.

### **Ability to:**

Establish and maintain effective working relationships with the public, fellow staff, government representatives and consultants.

Manage teams of professional and administrative staff to accomplish technical, time-sensitive, high-volume, large-dollar transactions.

Analyze, interpret, explain, and implement various Federal, State, and third-party regulations, rules and procedures, and department policies and procedures.

Design and install new and improved complex accounting and record keeping systems, both manual and computer- based.

Prepare complete and accurate financial reports, analyses and statements of a complex nature.

Communicate clearly and concisely both orally and in writing.

### **Experience and Training Guidelines:**

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

A minimum of five (5) years of progressively responsible accounting experience. CPA license is required. Public sector experience is highly desirable. Supervisory experience is preferred.

Graduation with a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a closely related field. Master's degree in Public Administration, Business, Finance, or Accounting are highly desirable.

### **WORKING CONDITIONS**

Essential duties require the following physical tasks and environmental conditions:

Ability to sit, reach, twist, lean, operate a computer keyboard, and lift files and reports from desk tops or file drawers. Exposure to vibration, pitch and glare from a computer.