

ACCOUNTING & INVESTMENT OPERATIONS MANAGER

DEFINITION

Occupants of this classification are in the classified service. Under administrative direction from the Chief Financial Officer, this management position is responsible for the performance of complex accounting work of considerable difficulty and the

management and direction of general accounting, grants accounting, fixed asset accounting, treasury functions, banking and cash flow functions, the administration/reporting of the Citywide investment portfolio and financial reporting of operational functions for all City funds (General Fund, Special Revenue Funds, Successor Agency, Enterprise Funds, Internal Services Funds, etc.).

~~supervision and direction of general accounting, grants accounting, fixed asset accounting, and financial reporting for the City and its component financial units.~~

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Chief Financial Officer or designee. Responsibilities may include supervision of professional, technical and clerical personnel.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops comprehensive and accurate financial statement formats in accordance with general accounting principles and legal requirements and stays up-to-date on the knowledge and practices essential for delivering effective and efficient accounting services.
2. Assures the maintenance and timely production of accounting and financial reports from varied accounting personnel, providing information for management and the City Council.
3. Develops and maintains a comprehensive and accurate accounting system to measure all operations, transactions, assets, and liabilities of the City.
4. Analyzes contract agreements, government regulations, legislation, and ordinances, and designs, coordinates, and maintains accounting systems and procedures which assure good accounting control in compliance with existing laws.
5. Assures the accurate and timely preparation of annual and interim balance sheets and financial statements for the City and Agency's operations.
6. Supervises accounting operations section which includes general accounting, fixed asset

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- accounting, grant accounting, financial reporting, intergovernmental billing, treasury functions, Successor Agency (ROPS) reporting, and other similar duties as assigned.
7. Assumes management responsibility for assigned services and activities of the City's cash management functions including treasury functions and reconciliations of collections.
 8. Manages and maintains banking functions including participating in performing investment of funds, daily deposits, transferring bank funds, and processing wire transfers. Evaluates and recommends improvements to banking services.
 9. Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures. Ensures excellent customer service is provided to city departments, citizens, the public and customers conducting business with the City.
 10. Participates in the development and implementation of the financial goals of the City; manages objectives, policies, and priorities for assigned programs towards those goals; recommends and administers policies and procedures
 11. Contributes to the coordination of overall City efforts by cooperating with other managers and supervisors throughout the City to supply and exchange information relative to the financial performance of the City.
 12. Makes effective verbal presentations and written reports for the City Council, boards and commissions, staff, intergovernmental and citizen groups. Develops and presents ideas and issues in a convincing verbal and written manner.
- ~~1. Manages and performs the accounting functions of the Finance Department which includes the preparation and review of all general ledger postings, reconciliation of bank accounts and investments, and maintenance and reconciliation of sub ledgers.~~
 - ~~2. Develops comprehensive and accurate financial statements in accordance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB) and other legal requirements.~~
 - ~~3. Coordinates the City's annual audit and serves as the liaison between the City and its external auditors. Internally, or with assistance from the auditors, prepares the Comprehensive Annual Financial Report and ensures completion of other compliance reports as required.~~
 - ~~4. Develops and maintains a comprehensive and accurate accounting system to measure all operations, transactions, assets, and liabilities of the City.~~
 - ~~5. Establishes and monitors internal controls to ensure account standards are met; develops, implements and administers policies and procedures relating to accounting activities.~~
 - ~~6. Manages the month-end and year-end close process assuring the accurate and timely preparation of annual and interim balance sheets and financial statements.~~
 - ~~7. Supervises general accounting, fixed asset accounting, grant accounting, financial reporting, and intergovernmental billing, as assigned.~~
 - ~~8. Stays up to date on the knowledge and practices essential for delivering effective and efficient accounting services.~~
 - ~~9. Plans, directs, coordinates, and reviews the work plan and activities for assigned staff; meets with staff to identify and resolve problems.~~
 - ~~10. Selects, trains, motivates, and evaluates assigned personnel. Works with employees to correct deficiencies and implements appropriate discipline procedures.~~

- ~~11. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.~~
- ~~12. May prepare and administer Division budget under the direction of the Chief Financial Officer.~~
- ~~13. Contributes to the coordination of overall City efforts by cooperating with other managers and supervisors throughout the City to supply and exchange financial information relative to the financial performance of the City.~~
- ~~14. Assures that work produced by accounting operations staff meets acceptable standards of quality, efficiency, and time schedules.~~

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Modern accounting principles and practices including governmental accounting and investments.
- Financial management software systems
- ~~Principles and practices of current governmental accounting theory and standards;~~
- ~~Principles and practices of governmental fund and cost accounting, budgeting, auditing, financial reporting and administration as practiced in municipal organizations.~~
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Budgetary/Accounting processes, controls and systems.
- Governmental accounting principles and systems.
- Generally accepted accounting principles.
- Principles and practices of financial administration including budgeting and financial reporting.
- Supervision, training, and performance evaluation.
- Complex financial reports and analysis.
- Pertinent federal, state, and local laws, codes, and regulations.
- ~~Principles and practices of effective customer service.~~
- ~~Principles and practices of municipal budget preparation and administration.~~
- ~~Principles and practices of effective supervision, training, and evaluation.~~

Skill and Ability to:

- Analyze, interpret, and explain financial policies and procedures.
- Utilize various financial management software programs to analyze and maintain large amounts of data and create complex reports., analyze data and prepare clear, concise, complete, and accurate financial statements, schedules, and reports.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and concisely, both verbally and in writing.
- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner.
- Exercise independent judgment in administering ordinances, policies, and regulations.

- Participate as an active member of the financial “team”.
- Work effectively within strict deadlines.
- ~~Oversee, direct and coordinate the activities of lower level staff to meet division goals and objectives.~~
- ~~Establish and maintain an effective working relationship with employees and the public.~~
- ~~Establish and maintain fiscal records and accounts.~~
- ~~Communicate clearly and concisely, both verbally and in writing.~~
- ~~Participate as an active member of the financial team.~~

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor’s degree from an accredited college or university in accounting, business administration, economics or a related field and five (5) years of recent, paid professional accounting experience at the working level of professional accountant, preferably in the public sector a municipal government setting, including a minimum of two (2) years supervisory experience is required. ~~Prior supervisory experience preferred.~~

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Requires vision (which may be corrected) to read small print and computer screens.
- Hear in the normal audio range with or without correction.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.
- May be required to work evenings, weekends and/or holidays.
- May be required to attend periodic evening meetings and/or travel within and out of City boundaries.