CITY OF YUBA CITY **MAY 2016**

ACCOUNTING MANAGER

I. Position Identification:

A) Title:	Accounting Manager
B) Bargaining Unit:	Mid-Managers
C) Customary Work Hours:	8:00 a.m. until 5:00 p.m.
D) Customary Work Days:	Monday through Friday
E) Reports To:	Finance Director
F) Directs the Work of:	Account Clerk Series, Finance Analyst, Accountant series, Accounting Technician

G) Educational and/or Experience Requirements:

Any relevant combination of education and experience that would demonstrate the knowledge and skill outlined below is qualifying. A typical way of gaining the skills is:

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in the areas of accounting, finance, public administration, business administration or related fields including significant course work in the area of accounting and financial management.

Experience: At least five (5) years of recent, full-time professional accounting experience, including one (1) year of supervisory experience.

H) Licenses and/or Certificates Required:

Possession of a valid California driver's license.

II. FLSA Status: Exempt

III. Position Summary:

Under general direction, plans, directs, administers, supervises and participates in the daily operation and activities of a variety of accounting and finance functions within the Finance Department, including the processing of financial transactions, preparing and reconciling financial and accounting records and reports, budget

administration, audit coordination, and purchasing and contracts administration; performs professional accounting work to ensure regulatory compliance with governmental accounting standards; maintains and improves the City's financial system; ensures effective use of department resources to improve organization productivity and customer service; provides highly complex and responsible support to the Finance Director in areas of expertise; and performs related work as required.

This is a mid-management classification that manages accounting, finance, purchasing and contracts administration activities in the Finance Department. The incumbent organizes and oversees day-to-day financial processing, reporting, and recordkeeping activities. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Finance Director in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is distinguished from the Finance Director in the latter has overall management responsibility for all accounting and finance, purchasing and contracts administration, customer service, and information technology programs, functions, and activities and for developing, implementing, and interpreting public policy.

IV. Essential Functions:

1. Plans, directs, administers, supervises and participates in the daily functions, operations, and activities of the Finance Department, including accounting, finance, budget, audit, and purchasing and contracts administration.
2. Participates in the development and implementation of goals, objectives, policies and priorities for the division; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
3. Recommends and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods and procedures; assesses and monitors workload, administrative and support systems and internal reporting relationships; identifies opportunities for improvement and recommends to the Director.
4. Participates in the selection of, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
5. Participates in the development and administration of the division and City budget; prepares, calculates and analyzes a variety of financial reports and data in the preparation of annual operating and Capital Improvement Program

budgets; directs the monitoring of and approves expenditures; recommends adjustments as necessary.

6. Prepares and analyzes a variety of complex financial reports, statements and schedules; prepares new-year, mid-year, year-end and special reports, including the State Controller's Reports and other mandated governmental reports.
7. Monitors and maintains bank balances and prepares transfers as needed for signature and execution.
8. Supervises and participates in all activities related to the City's accounting function, including accounting systems, accounts payable, accounts receivable, payroll and reporting, intercept program, and month-end, fiscal year-end and calendar year-end accounting system processing.
9. Reviews, develops and modifies accounting and control methods to improve existing procedures; monitors financial procedures of all City departments, including internal audits and checks and balances; examines accounting transactions to ensure accuracy; ensures conformity to policy and increases effectiveness.
10. Performs various financial analyses and general accounting processes in accordance with Generally Accepted Accounting Procedures; performs grants accounting and reimbursement claims management; oversees cost allocation plan and fee schedule development; reviews and approves journal entries and labor allocation charges; processes property taxes; oversees levy delinquency and foreclosure processes; performs fixed asset depreciation allocation and reconciliation; prepares and processes transit fund claims.
11. Directs, organizes and participates in all activities related to the City's purchasing and contracts administration function, including the purchasing of materials, equipment, and services, execution of contracts, verification of insurance documentation and requirements, purchase card program management and ensuring compliance with City policies, procedures and standards.
12. Oversees and performs accounting and budgeting functions for City associated agencies, including the Lighting and Landscape Maintenance Assessment District, Sutter Butte Flood Control Agency, Net-5 Agency and assessment districts.
13. Coordinates the preparation of external audits, Governmental Accounting Standards Board and other regulatory reporting and special projects as assigned.
14. Performs investment reconciliation and analysis and general treasury management functions.
15. Coordinates the design, implementation and control of City-wide automated financial management information systems and related control and reporting

procedures; coordinates various upgrade, implementation and conversion projects.

16. Serves as a liaison for the assigned function to other City departments, divisions, auditors and government and outside agencies.
17. Prepares or directs the preparation of reviews and presents reports related to assigned programs, activities and services.
18. Conducts a variety of organization studies, investigation and operational studies; recommends modifications to assigned programs, policies and procedures, as appropriate.
19. Participates on and makes presentations to a variety of boards, committees and commissions; attends and participates in professional group meeting; stays abreast of new trends and innovations in the field of finance; researches emerging products and enhancements and their applicability to City needs.
20. Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
21. Maintains and directs the maintenance, retention and destruction of working and official departmental files.
22. Prepares and reviews staff reports, various management and information updates and reports on special projects as assigned; provides highly complex staff assistance to the Finance Director.
23. Receives, investigates, and responds to problems and complaints from citizens, other department representatives and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
24. Performs other duties as assigned.

V. Job Related and Essential Qualifications:

Note: The required level and scope of the following knowledge and skills relate to the level of the position as defined in the class characteristics.

A. Knowledge of:

- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting and purchasing and contracts administration functions.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.

- Principles and practices of employees supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Applicable Federal, State, and local laws, rules, regulations, ordinances and organizational policies and procedures relevant to assigned area of responsibility.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies and operational needs of the assigned functional area.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and project management.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Practices of researching operation issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Recordkeeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

B. Skills at:

- Respond quickly and effectively in difficult situations.
- Effectively working with employees' problems or concerns.
- Analyzing administrative and organizational problems and make appropriate recommendations.
- Getting work accomplished through others.
- Coordinating multiple projects and meeting deadlines.

C. Ability to:

- Recommend and implement goals, objectives and practices for providing effective and efficient services.
- Assist in preparing and administering large and complex budgets; allocate limited resources in a cost effective manner.
- Plan, organize, assign, review and evaluate the work of staff; train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Interpret, apply, explain and ensure compliance with Federal, State, and local laws, rules, regulations, policies and procedures.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meeting with individuals.
- Direct the establishment and maintenance of a variety of filing, record keeping and tracking systems.
- Operate office equipment and computer applications related to the work.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Maintain regular and predictable attendance.

VI. Physical Demands/Qualifications:

1. Requires the ability to sit for long periods of time throughout the workday.
2. Manual dexterity and vision sufficient to operate standard office equipment and supplies for potentially long periods of time without experiencing abnormal hand, wrist or eye strain.
3. Mobility to work in a standard office environment, and use standard office equipment (computers, scanners, copiers, etc.).
4. Ability to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).
5. Hearing and speech sufficient to communicate in person, before groups, and over the telephone.
6. Primarily a sedentary office classification although standing in work areas and walking between work areas may be required.
7. Manual dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
8. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information.
9. Periodically work outside of normal work hours.
10. Ability to lift objects up to 25 pounds without assistance.

NOTE: Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

VII. Non-Physical Demands/Qualifications:

1. Communicate information clearly and effectively on a number different levels, both verbal and written.
2. Operate under tight deadlines.
3. Be highly organized, detail oriented and possess the ability to prioritize a number of projects.
4. Demonstrate a high level of integrity.
5. Possess a valid California driver's license.

VIII. Environmental Conditions:

1. Working conditions in the office are clean, well lit and free from extremes of temperature and humidity.

2. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

IX. Other duties and requirements:

This class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.