

CITY OF EMERYVILLE**Created:** November 1998 (Accounting Supervisor)**Retitled:** May 2002**Revised:** December 2016**TITLE:** ACCOUNTING MANAGER**FLSA STATUS:** Exempt**Job Code:** 1159**DEFINITION:**

Under general direction of the Finance Director, supervises, organizes and directs the general accounting and functions of the Finance Department; supervises and coordinates the work of assigned staff; performs advanced level accounting duties; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is received from the Finance Director. Methods of performing tasks are largely within the discretion of the incumbent who has considerable latitude in interpreting and applying policies, rules, and regulations, and whose performance is measured mainly by results accomplished. This position provides direction and supervision to assigned clerical, technical and professional personnel.

EXAMPLES OF DUTIES: The duties below are illustrative only. They are not meant to be an exhaustive list of all of the duties and responsibilities of the classification.

1. Assists in the development and implementation of goals, objectives, policies and priorities of the Finance Department related to various accounting functions.
2. Plans, coordinates and supervises the work of staff engaged in accounting functions such as business license and revenue collection, accounts payable, accounts receivable, payroll, general ledger, cash and treasury management, and other related departmental functions.
3. Directs the activities, including staffing, training and development, and employee evaluation, of assigned staff.
4. Plans, develops, implements and coordinates a variety of financial and accounting programs; federal, state county and other financial reporting requirements; ensures compliance with federal, state, county and other financial reporting requirements.
5. Directs the preparation and analysis of various financial statements, schedules and reports.
6. Analyzes the financial information needs of City departments and develops financial systems to fulfill those needs; evaluates the effectiveness of current systems and procedures.
7. Establishes accounting controls in accordance with standard audit requirements; assists external auditors in the annual fiscal audit/special compliance audits and coordinate all City/Agency resources required to complete annual and special audits.

8. Assists with the coordination, preparation and monitoring of the city-wide operating budget; reviews and updates revenue and expenditure estimates for use by City departments.
9. Assists the Finance Director/City Treasurer with investment activities, oversees preparation of monthly treasurer's reports; assists in preparation and monitoring of the City Capital Improvement Program.
10. Prepares staff reports, resolutions, etc. for presentation; makes oral presentations to staff, departments and City Council.
11. Implements and monitors financial aspects of City and former Redevelopment Agency/Successor Agency agreements including development agreements, participation agreements and revenue sharing agreements.
12. Maintains journals, ledgers and supporting financial records and supervising the maintenance of the General ledger; reconciles key general ledger accounts and prepares audit schedules (notes receivables, capital assets, etc.).
13. Monitors and updates Master Fee Schedule; works with City Departments and/or consultants on analysis and development of appropriate fees for City services.
14. Assists with the preparation of Recognized Obligation Payment Schedules (ROPS); ensures payment of all properly documented obligations of the City such as those associated with revenue sharing agreements and loan agreements.
15. Serves as Acting Finance Director as required; serves as liaison with other departments, business community, and other industry contacts with whom the city does business.

QUALIFICATIONS:

Knowledge of principles and practices of general municipal government accounting, auditing and financial reporting, including former Redevelopment Agency/Successor Agency requirements; principles and practices of financial administration including budgeting, revenue collection, purchasing/accounts payable, payroll/benefits and financial reporting; modern office practices, procedures, methods and equipment; laws regulating public finance (for municipalities and redevelopment agencies); principles of supervision, training and performance evaluation; data processing systems and practices; the English language including correct spelling, punctuation and grammar; effective methods of verbal communication; personal computer systems and associated hardware and software utilized for financial and accounting purposes.

Ability to manage staff: analyze, interpret and explain department policies and procedures; develop, revise, install and utilize manual and automated accounting systems and procedures; prepare varied financial statements, reports and analyses; supervise, train and evaluate assigned staff; communicate effectively both verbally and in writing; establish and maintain effective working relations with those contacted during the course of the work; utilize appropriate computer systems, software and equipment in the performance of the work; perform related physical and other job-related duties.

EDUCATION/EXPERIENCE:

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

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, business administration or public administration with emphasis in accounting or finance. A related Master's Degree is desired.

Experience:

Four years of progressively responsible experience in governmental accounting, auditing, and financial analysis including two years of administrative and supervisory experience.

SPECIAL REQUIREMENTS:

Work is primarily performed in a standard office environment utilizing computer equipment. Incumbent may be required to participate in a variety of meetings requiring the incumbent to lead discussions. Must be able to read small type, numbers and computer monitors, perform data entry, speak clearly and loudly enough in order to be understood in private as well as public settings.