

ACCOUNTING MANAGER

Job Summary:

Under the direction of the Director of Finance, plan, organize and manage a variety of accounting functions such as accounts payable and receivable, payroll and general accounting; assure the maintenance of accurate accounting records and reports in compliance with established fiscal policies; supervise and evaluate the performance of assigned staff.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plan, organize and manage the activities of accounting personnel assigned to accounts payable and receivable, payroll and general accounting.
2. Explain and interpret fiscal policies and procedures, provide technical information.
3. Analyze, review and prepare a variety of complex financial statements and reports; draw conclusions and make recommendations; submit mandated reports to regulatory agencies.
4. Assure compliance with laws, codes and regulations governing regulatory and municipal accounting; maintain high standards of professional accounting and auditing.
5. Develop, revise and implement specialized accounting procedures and systems to increase efficiency and effectiveness; provide training and written instructions regarding new and revised procedures.
6. Supervise, train and evaluate the performance of assigned staff; participate in the selection of prospective employees; assign duties and recommend discipline.
7. Audit purchase procurement documents, expenditure documents, petty cash and other reimbursement requests to maintain budgetary and expense controls.
8. Conduct research and prepare special projects; compile and analyze financial data to assist City administration in financial planning and economic development.
9. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

- Bachelor's degree in accounting, finance or related field or equivalent and three years of increasingly responsible professional accounting experience. **Two (2) years of full-time paid supervisory experience is required.**

Knowledge of:

- Principles and practices of general and fund accounting.
- Generally accepted accounting and auditing principles.
- Modern office practices, procedures and equipment.

- Personal computers and related software.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.
- City organization, operations, policies and objectives.
- Technical aspects of field of accounting.
- Cost and revenue analysis.
- Data processing equipment, systems and applications related to accounting.
- State and federal tax regulations.
- Budget preparation and control.
- Contract administration and laws.
- Methods, techniques and practices of maintaining complex interrelated financial records.

Skill and Ability to:

- Organize, coordinate and oversee a variety of accounting functions including payroll, accounts payable and receivable and general accounting.
- Perform as a professional accountant.
- Adapt and apply accounting methods to a variety of financial problems and transactions.
- Prepare financial analysis, projections and forecasts.
- Review and evaluate complex data and make appropriate recommendations.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Train, supervise and evaluate personnel.
- Administer contracts for services provided by outside firms.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
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CITY OF CARSON
Class Specification

City Council Reso. No: 23-061
Bargaining Unit: AME
FLSA: Exempt

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