



Title: Manager, Accounting

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to identify, establish, and execute department plans and policies and ensure compliance with financial statement requirements and Generally Accepted Accounting Principles (GAAP). This is accomplished by overseeing and managing the accounting and treasury operations such as Accounts Payable, Receivable, Payroll and Fixed Assets, and Pension Funds, and training staff related to these functions.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
---	---	--	---	---

#	Code	Essential Functions	% of Time
1	L	Manages and supervises staff by reviewing daily cash flows and reconciliations, analyzing financial data, resolving various daily issues by providing staff guidance, and resolving personnel grievances by working with union representatives. Manage accounting operations. Conduct transactional accounting to include accounts payable and receivable and payroll. Develop, monitor, and review complex financial calculations and reports. Perform month-end reconciliations including accounts payable and receivable analysis, capital expense processing, procurement card, payroll and benefits, and associated general ledger entries. Oversee accounting/fiscal service delivery to District departments/programs. Establish financial controls and accounting systems for new programs/functions. Perform daily reviews of expenses and posting to the general ledger. Make recommendations for corrections or budget transfers when needed. Maintain data files. Perform related duties as assigned.	35%
2	S	Reviews issue papers for pension plans and funds. Insures investment policies and financials information compliance is achieved. Educates and responds to board member inquiries.	10%
3	S	Conducts and coordinates staff process improvement strategies by performing gap analysis of failed processes and creating new processes for changes in business requirements. Prepare forecasts, projections, trends, revenue and cost analyses. Prepare department expense trend analysis. Reconcile authorized positions	10%



		to the Board approved position control list. Prepare databases to house data for report generation. Analyze District labor and fringe expenses to forecast future expenses annually. Prepare Board and committee presentations. Review ERMS FMEQ reporting functions for each department/division or general ledger account. Analyze trend and variance information from the ERMS system. Monitor anomalies with expenses or revenues. Prepare financial reports for division and department heads. Analyze data and make recommendations for solutions. Review monthly operating expenditure reports. Perform daily reviews of expenses and posting to the general ledger. Maintain data files to be used for future. Perform related duties as assigned.	
4	L	Performs management related functions by providing financial information to various boards and committees, educating executive and senior leadership on financial issues and possible resolutions, preparing proposals, and completing related assigned tasks.	15%
5	L	Prepares and reviews financial information for external auditors and maintains relationships with various external agencies by preparing and reviewing the Comprehensive Annual Financial Report (CAFR), ensuring compliance with GAAP and internal controls, and coordinating planning, and supporting external audits to ensure completion of audits and reviews. Performs technical accounting research for complex issues.	20%
6	S	Daily planning, administration, and management of treasury operations including cash management, banking, debt, and investments ensuring operational compliance with established District guidelines. Maintain District investment policy to ensure compliance with federal, state and local rules, regulations, and guidelines. Maintain external relationships with banks, brokers, and various investment product specialists. Update the District's investment policy annually identifying appropriate new investment opportunities and considerations. Perform related duties as assigned.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Accounting, Finance, Business Administration, Public Administration or a closely related field.</p> <p>Substitution of experience for the required education is not accepted.</p>
Experience	<p>A minimum of five (5) years of professional accounting experience, including two (2) years of supervisory experience in an accounting department.</p>
Supervision	<p>Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.</p>
Human Collaboration Skills	<p>Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.</p>
Freedom to Act	<p>The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.</p>
Technical Skills	<p>Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.</p>
Budget Responsibility	<p>Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.</p>
Reading	<p>Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Writing	<p>Advanced - Ability to write editorials, journals, speeches, manuals, or</p>



	critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	A Certified Public Accountant license in the State of California is preferred, but not required.

KNOWLEDGE
<ul style="list-style-type: none"> • Various professional accounting standards, such as Generally Accepted Accounting and Auditing Principles (GAAP), Governmental Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB). • Accounting procedures for various types of funds, such as Enterprise Funds and pension funds. • Financial administration, including budgeting, financial reporting, information systems, and procurement. • Accounting activities, such as cash receipts, grant billing, and accounts payable/receivable. • Federal and state wage-hour laws and taxable and nontaxable compensation. • Principles and practices of management and supervision. • Taxation issues common to accounts payable. • State and federal requirements impacting accounts payable 1099 Reporting. • Data extraction and compilation software. • Principles and practices of supervision, leadership, mentoring, and conflict resolution. • Cost accounting principles and grantor restrictions related to cost allocations. Principles and techniques of software and systems quality assurance and development cycle • Leadership practices, conflict resolution, and mentoring principles. • Managerial accounting and financial practices as it relates to public agencies. • Accounting, finance, legal, and budgeting/forecasting processes. • Financial markets and global economic climate. • Supervisory and management methods, general business, finance, accounting, and governmental funding principles.

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.



ABILITIES

- Analyze postings of capital project expenditures.
- Work on multiple projects that have conflicting deadlines.
- Write clear and concise memos, reports and correspondence.
- Make effective presentations of conclusions and recommendations, orally and in writing.
- Assist, train, and cooperate with accounting and non-accounting staff in preparation of accounting records and reports.
- Provide effective supervision or lead direction to clerical and technical staff.
- Effectively plan, initiate, and supervise complex accounting projects and activities.
- Determine reasons for payroll system failures and accounts payable system rejects.
- Access industry and market standards and benchmarks.
- Communicate effectively, both orally and in writing.
- Learn the District's standard report data elements and relationships.
- Learn the District's standard operating policies and procedures.
- Learn systems, available reports, and procedures and methods for testing business functions.
- Prepare monthly journal entries and balance sheet reconciliations.
- Prepare fluctuation analysis for various revenue and expense accounts.
- Prepare financial schedules that will be used for audited financial statements and other external reports.
- Establish effective working relationships.
- Deal with difficult people and situations.
- Organize information clearly and precisely.
- Coordinate and work with other departments.
- Coordinate the timing of projects.
- Supervise and manage staff.
- Think critically and solve problems.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light-X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
---	---	---	---	-----------------------------

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; observing work duties; communicating with co-workers
Sitting	O	Desk work
Walking	F	To other departments/offices; around work site
Lifting	R	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	R	File drawers
Reaching	O	For supplies; files
Handling	O	Paperwork; monies
Fine Dexterity	F	Computer keyboard; telephone keypad
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Vision	F	Reading; computer screen; observing work site
Hearing	O	Communicating via telephone/radio, to co-workers/public
Talking	O	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

SAP, Access, Word, PowerPoint, Excel, and computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	--	---	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None noted.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.