

JOB DESCRIPTION

City of Patterson



Human Resources

Accounting Manager

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under minimal direction of the Finance Director, the Accounting Manager plans, manages, and coordinates the activities of complex accounting functions. Oversees the work of supervisory and professional level staff and performs the more complex accounting duties, in the areas of general accounting, accounts payable, budget, debt, fixed assets, grants, payroll, treasury and Finance's information systems. Responsibilities include internal and external financial reporting and analysis; managing external audits; and coordinating activities with other City departments and managers, including citywide and capital improvement project budgets. Participates in the development of department goals, objectives, and policies.

The **Accounting Manager** is the advanced level of the accounting series. The classification performs advanced accounting, financial reporting, and analytical duties. The position is distinguished from the Supervising Accountant in that it is responsible for an assigned work unit; and is expected to exercise significant independence, judgement, and authority over the day-to-day activities of the area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from the Finance Director.

This position exercises direct and indirect supervision over supervisory and professional level staff.

ESSENTIAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties from those set forth below to address business needs and changing business practices.

Plans, organizes, and manages the activities of complex accounting functions; oversees the work of staff and performs the more complex professional accounting duties in the areas of general accounting, debt management, treasury, fixed assets, grant administration, payroll, budget, and financial information systems administration.

Recommends and participates in the establishment and implementation of division goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures to ensure compliance and effectiveness. Supervises the accounting functions for the City, including month end close transactions, year-end close activities, audits, and external reporting; preparing schedules and work plans, and working directly with staff, auditors, consultants, and other departments to ensure accuracy and timely completion.

Coordinates and participates in the development and administration of the City's annual and CIP budgets; monitor and approve expenditures; approve and implement adjustments and transfers.

Assists in the selection, development, and evaluation of staff; Assigns, reviews, and evaluates the work of assigned staff; train, develop and work with staff to correct deficiencies and implement corrective actions.

Coordinates annual audits, including assisting with preparation of the Annual Comprehensive Financial Report (ACFR); responsible for timely and accurate preparation of financial and statistical reports in accordance with City policies and Generally Accepted Accounting Principles (GAAP).

Investigates and resolve more complex accounting issues.

Performs quantitative and cost-benefit analysis for various projects.

Oversees and approves the processing of payroll, and labor costing for union negotiations and budget; provide assistance to staff for difficult payroll issues.

Assists in administering debt; ensure timely debt payments; maintains reserve fund requirements; process property owner prepayments, and early bond calls; ensures compliance for continuing disclosure; and administers Assessment Districts.

Assists in administering cash management and investments; maintains appropriate cash levels for the City's daily operations; reviews bank statements and Treasurer's Reports; administers the City's internet banking services; reviews, analyze and recommends investments consistent with established investment policies.

Oversees all Finance department's information systems work; provides training to City staff on the City's financial software; provide computer information support for Finance software and hardware; resolve program issues; administers financial software system user accounts; ensure system upgrades occur in a timely manner and communicates changes/impacts to system users.

Attend and participate in professional group meetings; maintain awareness of developments, including legislation, court rules, professional practices and techniques in the accounting and budgeting fields; incorporate as appropriate.

Establishes positive working relationships with representatives of community organizations, State/local agencies and associations, City management and staff, and the public.

Performs related duties as required and/or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of public agency financial management and governmental accounting, budgeting, auditing and reporting; Governmental Accounting Auditing and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP); Fund accounting, and basic principles of Governmental Accounting Standards Board (GASB); applicable city, state, and federal laws and regulations; methods and techniques of supervision, training and motivation; principles, practices and techniques of team leadership; modern office practices, procedures and equipment including a computer and applicable financial management software systems.

Ability to: Plan, assign, supervise and participate in the work of staff involved in accounting, budgeting, payroll, debt, treasury and grant activities; review, analyze and verify accounting documents, reports and transactions; prepare and present clear and concise financial reports; analyze complex issues, evaluate alternatives and reach sound conclusions and effective course of action; make adjustments to operating

procedures as necessary to improve organizational effectiveness; exercise sound judgement within established guidelines; interpret, apply and explain applicable laws, rules, regulations, policies and procedures; supervise, train, evaluate, and motivate assigned staff, and follow-up on work assignments; prepare and deliver clear, concise and complete oral and written reports and correspondences; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities; normally this would include:

Education: A Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or a related field. A Master's Degree, Certified Public Accountant (CPA) License or Certified Government Financial Manager (CGFM) is highly desirable.

Experience: Five (5) years of increasingly responsible accounting and financial operations experience, including two (2) years in a supervisory or management role. Experience in a public agency or municipal setting is highly desirable. Additional comparable experience may substitute for the education requirement on a year for year basis.

License or Certificate: Possession of a valid Class C California Driver's License.

MENTAL AND PHYSICAL REQUIREMENTS

Physical Requirements: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, grasping, and making repetitive hand movement in the performance of daily activities. Acute hearing is required when providing phone and personal services.

Environmental Conditions: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job: While performing the duties of this job, the employee regularly works in an office environment.

FLSA Status: Exempt-Management

Created: August 2022

Approved: September 2022