

CITY OF LATHROP
ACCOUNTING MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, plans, organizes and manages the day-to-day activities of complex accounting functions; oversees the work of staff and performs the more complex professional accounting duties in the areas of general ledger, accounts payable, accounts receivable, collections, cash reconciliation, utility billing, business licenses, payroll, fixed assets and purchasing; oversees the City's information systems; performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Accounting Manager** is a single position classification in which the incumbent is expected to perform the full scope of professional accounting and supervisory duties. In the absence of the Director of Finance, this position assumes full responsibility for department activities. This classification is distinguished from the next higher classification of Director of Finance in that the latter is responsible for the overall management of the Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Finance. Exercises direct and indirect supervision over information systems and technical and clerical accounting staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes and manages the day-to-day activities of complex accounting functions; oversees the work of staff and performs the more complex professional accounting duties in the areas of general ledger, accounts payable, accounts receivable, collections, cash reconciliation, utility billing, business licenses, payroll, fixed assets and purchasing; oversees the City's information systems.
- Recommends and assists in implementing goals, policies, procedures and objectives for the Department to ensure legal compliance and efficiency; implements approved policies and procedures; reviews and analyzes federal, state, and local regulations; reviews allocations of cost within the Department/Division.
- Participates in the preparation and administration of the Finance Department and Information Systems budgets; submits budget recommendations; monitors expenditures; reviews and inputs requests for budget transfers; assists with the budget data input and layout; complies, prepares and monitors the Finance and Information Systems Division's budget estimates from anticipated

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operation costs, cash collections, revenues and expenses; makes recommendations regarding staffing, equipment and facility needs.

- Assists in administering cash management; maintains appropriate cash levels for the City's daily operations; reviews reconciled bank statements and Treasurer's Reports; administers the City's Internet banking services.
- Assists in administering debt; ensures timely debt payments; maintains reserve fund requirements; processes property owner prepayments and early bond calls; ensures compliance for continuing disclosure; administers Assessment Districts.
- Assists in administering investments; reviews, analyzes and recommends investments; assist in the preparation of comprehensive annual reports; prepares and approves general ledger and subsidiary accounting entries; assists in the completion of the Comprehensive Annual Financial Report; prepares and presents City Manager Reports for Council meetings; prepares agreements for services and Requests for Proposals.
- Coordinates Transportation Development Act and Gas Tax audits; reviews audit schedules; provides materials and responds to auditor inquiries.
- Plans, organizes and supervises the collection and monitoring of City funds from tax revenues and various City permits and licenses; prepares analytical and statistical reports on operations and activities.
- Oversees all Information Systems work; provides training to City staff on the City's Financial Software; provides computer information support for utility billing meter reading software and hardware; resolves program issues; administers financial software server.
- Attends and participates in professional meetings to stay abreast of new trends and innovations in the field of accounting.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Accounting Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible professional accounting experience in the maintenance of financial, fiscal, and related statistical records, including supervisory responsibilities, and a bachelor's degree in accounting, finance, business or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Generally Accepted Accounting Principles (GAAP) and Basic Principles of Accounting as applied to Governmental Accounting Standards (GASB); principles and practices of municipal government accounting, auditing and budgeting; principles and practices of accounting, investments and debt administration; practices and operations of automated financial systems and technical accounting programs; principles and practice of information systems management, including meter reading equipment; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze, post, balance and reconcile financial data, ledgers and accounts; administer cash management, debt and investments; assist with information systems programs and projects; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard office equipment including a computer and variety of word processing and software applications, including financial and accounting programs.