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City of San Bernardino

Signature: [Signature]
Director, Human Resources
Bargaining Unit: Management/Confidential
EEOC Job Category: Officials and Administrators

Class Specification
ACCOUNTING MANAGER (U)

JOB SUMMARY
Under direction, plans, organizes and manages the work of accounting staff in the preparation and maintenance of the City's financial records and reports; prepares financial statements and reports; performs complex and difficult financial and accounting analyses; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Accounting Manager is responsible for maintenance of the City's centralized accounting records, including the general ledger, reviewing decentralized accounting information and preparing periodic and annual financial statements and reports of accounting and financial transactions, activities and funds. The incumbent manages the work of professional and technical accounting staff engaged in processing accounting transactions to the general ledger, reconciling accounts and preparing adjustments. Further, the incumbent performs specialized and complex financial and cost accounting analyses and participates in the audit of City financial records. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of assigned accounting staff; with staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures, Civil Service Rules and labor contract provisions.

3. Provides leadership and works with staff to develop and maintain a high performance, customer service-oriented work environment that supports achieving the City's mission, strategic goals and core values.
4. Manages, coordinates and participates in the work of staff engaged in booking financial transactions and maintenance of the general ledger, subsidiary ledgers and other accounting records; oversees the reconciliation of accounts and records; maintains specialized accounting and financial records for enterprise funds and assessment districts; provides professional recommendations on complex situations involving the booking of expenses; provides direction on difficult and unusual accounting and reporting issues; audits and monitors City accounting activities to ensure compliance with legal and regulatory requirements and mandates; maintains and updates the City's Chart of Accounts.

5. Manages, supervises and participates in preparation of interim and annual financial statements, schedules, working papers and notes; supervises and prepares periodic financial reports to departments, City management, City Council and other organizations; researches and works with department heads and other managers to resolve accounting and reporting problems and discrepancies; performs a variety of complex financial and accounting analyses including cost accounting analyses for specific programs and operations; coordinates and participates in preparation of the annual CAFR and approves the final document for publication.

6. Formulates and implements or recommends accounting policies, procedures and internal controls to ensure the integrity of City financial operations and compliance with all legal requirements.

7. Supervises and coordinates staff activities in preparing working papers and documents for and responding to the requests and inquiries from the City's outside independent auditors; reviews and prepares responses to audit findings.

8. Performs a variety of complex analyses and special projects as assigned.

GENERAL QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting.
2. Principles and practices of cost and fixed asset accounting.
3. Internal control and audit principles and practices.
4. GAAP, GASB and GFOA accounting standards and requirements.
5. Principles and practices of public agency budgeting.
6. Principles, methods, practices and legal requirements for public agency capital financing.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. City operations, functions and challenges and associated financial management issues.
9. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
10. Research methods and statistical and financial analysis techniques.
12. Principles and practices of sound business communication.
13. Principles and practices of effective management and supervision.
14. City human resources policies and procedures, Civil Service Rules and labor contract provisions.

Ability to:

1. Plan, manage, coordinate and integrate the work of staff engaged in preparing and maintaining City-wide financial records and reports.
2. Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Prepare clear, concise and comprehensive financial statements, reports, correspondence, studies and other written materials.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with the City Manager, department directors and managers, auditors, staff, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a major in accounting, finance or a closely related field; and at least five years of progressively responsible professional finance and/or accounting experience, at least two years of which were in a supervisory capacity; or an equivalent combination of training and experience. Experience in a governmental agency is highly desirable.

Accreditation shall be by a national or regional accreditation body that is recognized by the Secretary of the United States Department of Education.

Licenses; Certificates; Special Requirements:
A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

License as a Certified Public Accountant is preferred.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.