



Department:	Administrative Services
Bargaining Unit:	Confidential
Salary Range:	C72
Last Revision:	August 2008

ACCOUNTING MANAGER

DEFINITION

Under general direction from the Department Head, to supervise, assign, review, and manage the work of staff responsible for providing accounting services within the Financial component of the Administrative Services Department; to prepare financial reports, statements, perform complex financial analyses and system modifications; and to perform a variety of technical tasks relative to the assigned area of responsibility.

SUPERVISION EXERCISED

Exercises direct or indirect supervision over professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing accounting services within the Financial Component of the Administrative Services Department.

Perform internal audits and conducts operational reviews of all City departments and programs.

Develop and implement complex accounting system modifications.

Supervise and participate in the posting, balancing, and reconciliation of the general ledger and subsidiary.

Maintain and reconcile various ledgers and accounts; research and analyze transactions to resolve budgetary issues; provide analysis and reports of fund status, availability and history; calculate financial projections, and history at management request.

Audit Business Enterprises to ensure fees and charges for services, taxes, accounts payables and accounts receivables are correct and comply with City ordinances, contracts, and applicable debt service schedules and disclosure requirements.

Monitor and track debt service activity for the City and Redevelopment Agency; assist and coordinate the preparation of applicable reports and disclosure documents.

City of Hollister
Accounting Manager (Continued)

Participate in the selection of assigned personnel as directed; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing accounting and budgeting services; implement policies and procedures.

Assist in the preparation and administration of the City and Redevelopment Agency budgets; prepare budget recommendations; assist in monitoring various accounts; verify availability of funds and classification of expenditures; research and analyze transactions to resolve problems.

Analyze various budgets and accounts; produce monthly budget tracking report; provide departments with specialized information; balance activities with budget.

Develop various financial statements and reports for the Administrative Services Director, City Manager, and other City departments.

Assist departmental personnel with budget activity, proper expenditure coding, document preparation, and other accounting related activities.

Develop, recommend and manage in the implementation of various accounting and auditing system and procedural changes.

Work unilaterally with the Department Head in the development maintenance of procedural manual(s).

Respond to request and inquiries for information regarding City accounting policies and procedures.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of governmental accounting..

Principles of financial administration, including budgeting and reporting.

Principles of supervision, training, and performance evaluation.

Application of generally accepted accounting principles and procedures to a variety of accounting transactions and problems.

Principles and procedures of financial record keeping and report preparation.

Principles of municipal budget preparation and control.

Automated financial management systems and computer accounting software programs.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and practices used in dealing with the public.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Supervise, organize, and review the work of technical and clerical personnel.

Select, supervise, train, and evaluate staff.

Interpret and explain city accounting and budgeting policies and procedures.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Develop, revise, install and utilize manual and automated fiscal management systems.

Prepare, examine, and verify a wide variety of financial statements, documents, and analyses.

Communicate clearly and concisely, both orally and in writing

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge,

Skills and abilities would be:

Experience:

Four (4) years of recent professional accounting, budgeting, and/or financial experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, or a closely-related field.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position.

Manual dexterity to write, use a telephone, computer, business machines, and related equipment.

Speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone, and while addressing large groups.

Mental acuity to collect and interpret data, evaluate, reason, define problems, determine facts, reach valid conclusions, make sound judgments and decisions.

Physical stamina and ability to work in a standard office environment.

Effective Date: August, 2008