

## Class Title: Accounting Manager

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages all activities of the division. Monitors, implements and makes recommendations for the improvement of internal controls, processes, policies and procedures. Ensures the proper implementation of financial accounting and reporting standards and coordinates the training, guidance and development of staff.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Directs and coordinates activities of financial accounting and reporting team by providing guidance regarding accounting functions, monitoring customer service delivery, recommending improvements to policies, procedures, and systems, and reviewing external and internal financial reports and work products of staff.
2	S	Acts as a project manager by managing the external audit, reviewing and preparing work papers and schedules for the City Comprehensive Annual Financial Report, producing and distributing the CAFR and all external financial reports, and preparing monthly Council statements and other internal financial reports.
3	S	Implements and monitors all new financial accounting and reporting standards by assessing the impact of new standards on financial accounting operations and reporting, ensuring that all impacted city personnel receive training and guidance, recommending changes to accounting systems, expressing the impact of the changes to the executive team and city council, and ensuring the compliance of external auditors.
4	S	Supervises and develops staff by developing individual performance objectives, reviewing work products, providing feedback on performance, ensuring that team members receive the proper training, and motivating and rewarding team for meeting expectations.
5	S	Analyzes and recommends redesigned processes, policies, procedures and internal controls by presenting recommended policies to the executive team, city manager, or city council, responding to internal or external audit suggestions for enhancements to internal controls, and participating in city-wide training of impacted personnel.
6	S	Coordinates team strategic planning by defining new strategic objectives, projects, enhanced services and related resource needs, aligning the team structure to meet customer needs, preparing a strategic planning document to support the annual budget process for the Bureau, participating with the City Controller in defining resource needs and changes, and monitoring and reporting the results on a monthly basis.

**CSC Adopted: October 2001, CSC Revised: May 2012**

**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience in accounting supervision and computer software application.
Certifications and Other Requirements	Certified Public Accountant preferred
Reading	Work requires the ability to read accounting and financial documents and technical materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as complex analytical calculations and logical and statistical functions.
Writing	Work requires the ability to write comprehensive financial reports, analytical reports, strategic planning information, letters and correspondences.
Managerial	Managerial responsibilities include prioritizing work to meet deadlines.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: October 2001, CSC Revised: May 2012

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
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, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy 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.
--	--	--	--	----------------------------

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, access supply cabinet, filing
Sitting	F	Computer, desk work, meetings
Walking	O	Inter-office, to/from meetings, to/from other departments
Lifting	R	Packing and disposal of records, files, storage
Carrying	R	Files, records, storage
Pushing/Pulling	R	Files, records, storage
Reaching	R	Files, records, storage
Handling	R	Files, records, storage
Fine Dexterity	F	Computer keyboard, 10-key, calculator, writing
Kneeling	R	Packing and disposal of records, files, storage
Crouching	R	Moving, packing, cleanup, disposal of records
Crawling	N	
Bending	R	Moving, packing, cleanup, disposal of records
Twisting	R	Moving, packing, cleanup, disposal of records
Climbing	R	Moving, packing, cleanup, disposal of records
Balancing	R	Moving, packing, cleanup, disposal of records
Vision	C	Computer, desk work, reading, writing, use of office equipment
Hearing	C	Telephone, co-workers and staff, meetings
Talking	C	Telephone, co-workers and staff, meetings
Foot Controls	N	
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: May 2012

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, Control D, AFIN, PeopleSoft and FrontPage

**ENVIRONMENTAL FACTORS:**

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

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	W
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-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.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)