

**CITY OF GLENDORA
ACCOUNTING MANAGER**

*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.*

DEFINITION

Under general supervision, plans, directs, and coordinates City accounts payable, accounts receivable and general accounting functions; participates in the development of departmental accounting policies and procedures; participates in the development and administration of the departmental, City, and Redevelopment Agency budgets; recommends and implements accounting control systems; performs related duties as required.

CLASS CHARACTERISTICS

The Accounting Manager is a single position classification reporting to the Finance Director and supervises employees in the accounting, billing and payroll divisions; oversees the related clerical work carried out in the office of the Finance Department.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Plans, directs and coordinates City accounting activities; recommends procedures to conduct activities in accordance with related laws, ordinances, rules and regulations; recommends and implements a system of accounting controls. (a b c d e f g h i j k)
2. Advises, and otherwise provides assistance to the Finance Director, other City personnel, and the public regarding accounting related issues. (a c d f g h i j k)
3. Directs accounting activity for the City and the Redevelopment Agency; prepares or directs the preparation of journal entries, account reconciliations, related schedules, and reports; prepares or directs the preparation of supporting schedules for the department and City budgets. (a b c d e f g h i j k)
4. Directs the preparation of closing entries to the General Ledger and participates in the preparation of fiscal year end financial reports; prepares related statistical tables or directs such activity. (a b c d e f g h i j)
5. Provides liaison to other City personnel, auditors, other agencies, and the public regarding general accounting activity. (a b c d f g h i j)
6. As assigned, prepares and presents reports or directs special projects related to accounting. (a b d f g h i j k)

7. Prepares or assists in the preparation of schedules and reports for the annual independent audit. (a b d f g i j k)
8. Supervises assigned staff. (a c d e g i j k)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research and prepare complex reports on a variety of subjects.
- c. Establish and maintain effective financial controls.
- d. Plan, direct, and coordinate a variety of accounting, auditing and payroll functions.
- e. Select, train, supervise and evaluate employees.
- f. Perform professional accounting level work.
- g. Make decisions regarding operational and personnel functions.
- h. Operate programs within allocated amounts.
- i. Analyze complex financial records and problems.
- j. Understand, explain and apply policies and procedures.
- k. Analyze unusual situations and resolve them through application of management principles and practices.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in public or business administration, accounting or a related field, plus four years of progressively responsible, professional accounting experience involving governmental accounting, including some supervisory experience.

Knowledge and Skill Levels

Thorough knowledge of municipal accounting methods and procedures related to the preparation and maintenance of accounts payable and receivable, payroll, and the General Ledger; principles of accounting and auditing; considerable knowledge of governmental accounting and reporting requirements; municipal budget administration and control; methods and techniques of supervision; ability to perform and/or direct the accurate accounting of automated accounts payable and receivable, payroll, and general ledger activity; read, interpret and prepare financial statements; prepare and present reports; interpret and apply related laws, rules and regulations; perform financial and statistical analysis; meet the public in situations requiring diplomacy and tact; communicate effectively both orally and in writing; establish and maintain cooperative working relationships and supervise assigned staff.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license and a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.