

CITY OF HAYWARD

ACCOUNTING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Accounting Division within the Finance Department including general ledger, financial reporting, accounts receivable, and payroll; and to provide highly responsible technical support to the Finance Director.

SUPERVISION RECEIVED

Receives general direction from the Director of Finance.

SUPERVISION EXERCISED

Exercises direct supervision of professional, technical and clerical positions.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies, and procedures.

Plan, organize, and direct Accounting Division activities including financial reporting, miscellaneous receivable billing and collections, and payroll.

Direct, oversee, and participate in the development of the Accounting Division work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Prepare the Accounting Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Direct the preparation of financial and accounting reports as mandated by Federal, State and City laws, regulations or ordinances, including the Annual Comprehensive Financial Report (ACFR), Single Audit, State Controller's reports, grant reports, city-wide Cost Allocation Plan, and other related reports.

Develop financial statement formats in accordance with generally accepted accounting principles and legal requirements.

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ESSENTIAL DUTIES (continued)

Participate in audits including preparation and review of audit schedules and provide responses to auditor's questions.

Ensure that the General Ledger is a proper reflection of current financial activities, including propriety of accounts, internal controls, accounting and cash control policies.

Direct the City's automated accounting system, including the general ledger and all required Subsidiary ledgers.

Manage the Accounting Division expectations for month-end and year-end close and complete all detailed schedules and information to ensure the external audit is completed accurately and on schedule.

Review, recommend, and implement accounting and financial operations for efficiency, effectiveness, and compliance with policies, procedures, and regulations; take appropriate action to resolve discrepancies.

Establish system controls for financial systems and develop procedures to improve existing systems.

Serve as liaison to City departments regarding complex financial and accounting issues; receive, research and respond to questions from other City departments.

Approve and release ACH/wires/NACHA payments.

Review reports prepared by Accounting staff for accuracy and to ensure compliance with policies and regulations.

Analyze and prepare accounting and financial informational and presentation materials.

Coordinate activities with other departments and agencies; provide information and assistance to the public and City departments regarding accounting and financial matters, policies and practices.

Maintain current knowledge of, develop and implement Governmental Accounting Standards Board (GASB) Statements.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

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ESSENTIAL DUTIES (continued)

Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Be an integral team player, which involves flexibility, cooperation, and communication.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Generally Accepted Government Accounting Principles related to governmental finance and related internal controls.

Generally accepted government audit standards, practices and the contents of the Government Auditing Standards prepared by the General Accounting Office.

Advanced governmental accounting theory, practice, and financial statement preparation, as well as state and federal grants management and fund management

Internal controls, including their purpose and limitations; how to perform reviews and evaluations of internal controls; how to perform risk assessments; how to design and implement control procedures.

Operation and maintenance of automated financial enterprise systems and their use in financial management, control, and reporting, particularly as it relates to the general ledger and associated subsidiary ledgers, and fixed asset control.

Principles and practices of governmental data processing as related to the processing of accounting and budgetary information and the interpretation of input/output documents.

Principles and practices of leadership, motivation, team building and conflict resolution.

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

Principles and practices of organizational analysis and management.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of (continued):

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Modern office practices, methods, and computer equipment including relevant software programs.

Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.

Safe work practices.

Principles and practices of excellent customer service.

Ability to:

Organize and direct Accounting Division operations.

Understand and effectively implement new accounting standards.

Evaluate internal controls and recommend and implement effective control procedures.

Analyze, interpret and evaluate complex financial data and develop appropriate solutions.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.

Communicate effectively, tactfully and positively in both oral and written form.

Operate and use modern office equipment and technology, including computers and applicable software.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to (continued):

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Contribute effectively to the accomplishments of City goals, objectives and activities.

EXPERIENCE AND EDUCATION

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of increasingly responsible experience accounting and financial work including implementing accounting systems, and at least two years of supervisory experience.

Education: Equivalent to a Bachelor's Degree from an accredited college or university in finance, business administration, economics, or a closely related field; and satisfactory completion of accounting courses consisting of intermediate accounting, advanced accounting, and governmental accounting.

Licenses and Certificates: Possession and maintenance of a valid Class C California Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 25 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.

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PROBATIONARY PERIOD: One (1) Year

H150 Accounting Manager

Created October 1968

Revised August 2011

Revised August 2025

EEO CODE: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt