



DATE: August 28, 2025

TO: Personnel Commission

FROM: Acting Director of Human Resources

SUBJECT: Review Revisions to the Job Description for Accounting Manager and Adopt the Revised Classification into the City's Classification Plan

RECOMMENDATION

That the Personnel Commission reviews and approves the proposed revisions to the Accounting Manager classification and adopts the revised classification into the City's Classification Plan.

SUMMARY

The revisions to this classification ensure that the job description accurately reflects current principles, practices and procedures of accepted government accounting principles related to governmental finance and related internal controls. The essential duties and knowledge and abilities sections have been updated to better reflect the evolving scope of the role, providing clearer role distinctions and updates. These revisions were developed in collaboration with subject matter experts from the Finance Department and Human Resources and have been reviewed and mutually agreed upon by the respective union.

BACKGROUND/DISCUSSION

In addition to adopting and approving the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

The Accounting Division within the Finance Department plays a crucial role in its contributions to the City, including responsibility for the City's general accounting, management of the general ledger, and preparation of financial reports. They also manage Citywide payroll, accounts receivable, bank reconciliation, accountability of fixed assets, and special assessment administration. This position plays a key role in the department and to local government. It involves planning and supervision of the Accounting Division, assisting in the development and implementation of financial planning, and operations and reporting procedures. Further, this role evaluates, develops and implements accounting systems and procedures.

Given the evolving needs of the department, the City has proposed updates to the Accounting Manager classification to ensure that the job specification accurately reflects current responsibilities and expectations.

The proposed updates to the Accounting Manager job specification include revisions to the Essential Duties and Knowledge & Abilities sections to better reflect the evolving scope of the role. Updates to the Essential Duties section expand upon the role's responsibilities to include current expectations of developing and implementing divisional goals, providing direction in the development of the Accounting Division work plan, budget planning and implementation, managing personnel by recommending appointments, coordinating staff trainings, conducting performance evaluations and implementing discipline as needed, participating in audits and managing expectations for month-end and year-end close, as well as representing the City and the Finance Department and serving as a liaison on complex financial and accounting issues. The updates to the Knowledge & Abilities section ensure that the required competencies align with the practices and procedures of accepted government accounting principles related to governmental finance and related internal controls.

The proposed updates to the Accounting Manager classification clarify role distinctions that better reflect the evolving scope of the role.

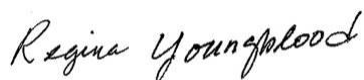
STRATEGIC ROADMAP

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

Prepared by: Amber Davis, Human Resources Analyst II

Recommended by: Ian Tecson, Acting Director of Human Resources

Approved by: Regina Youngblood, Assistant City Manager



Regina Youngblood, Assistant City Manager