

CITY OF HAYWARD

ACCOUNTING MANAGERDEFINITION

Under general direction of the Finance Director, plan and supervise the accounting division of the Finance Department, to assist in developing and implementing financial planning and budgeting procedures and to evaluate, develop and implement accounting systems and procedures.

DISTINGUISHING CHARACTERISTICS

This class is a division head in the Finance Department. Incumbent performs a variety of finance and accounting tasks involving complex governmental accounting and reporting processes. The Accounting Manager exercises direct supervision over professional, technical and/or support staff.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Finance.

Responsibilities include direct supervision of professional, technical and clerical positions.

ESSENTIAL DUTIES

Direct, plan and organize the activities of the Accounting Division, including developing and implementing division goals, objectives, policies and procedures, and priorities.

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

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

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.

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.

ESSENTIAL DUTIES (Continued)

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Direct and oversee the City's payroll operations.

Plan, organize, and provide direct supervision of professional and support staff assigned to the Accounting Division. Review workload, schedule status of projects and availability of personnel for assignments. Review reports prepared by Accounting staff for accuracy and to ensure compliance with policies and regulations; train and evaluate performance and initiate disciplinary action.

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.

Manage both internal and external audits including coordinating the preparation of schedules, gathering information and ensuring access to records.

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

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Generally accepted government accounting principles and associated laws and regulations.

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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (Continued)

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Knowledge of (Continued):

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 of budgetary preparation, administration and control. Laws and regulations related to City fiscal operations, including those of the Federal Internal Revenue Service, State Franchise Tax Board, State Board of Equalization, and State Economic Development Department.

Principles and practices of effective employee supervision, training and performance evaluation.

Ability to:

Implement GASB Statements, especially GASB Statement 34

Prepare a Comprehensive Annual Financial Report (CAFR)

Evaluate internal controls and recommend and implement effective control procedures.

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

Prepare clear, concise and complete financial reports and other written materials.

Plan, organize, direct and evaluate the work of accounting professionals.

Supervise, train and evaluate professional, technical and clerical personnel.

Establish and maintain effective working relationships with others.

EXPERIENCE AND TRAINING

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 (5) years experience of a progressively responsible nature in accounting and financial work including implementing accounting systems, and at least two (2) years of supervising professional staff.

EXPERIENCE AND TRAINING (Continued)

Education:

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Graduation from a four-year college or university with major coursework in accounting, or a major 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 Certified Public Accountant (CPA) License.~~

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.

PROBATIONARY PERIOD: One Year.

730CS11

October 1968

Revised August 2011

APP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt