



ACCOUNTING MANAGER

Unrepresented Employee - Exempt

POSITION CHARACTERISTICS

To plan, organize, direct and coordinate the activities of the Accounting Division including general ledger, treasury, cashier, payroll, accounts payable and receivable and project accounting; to coordinate accounting activities with other divisions and departments; and to provide highly complex staff assistance to the Director of Finance and other senior management.

The Manager level recognizes positions that provide full line and functional management responsibility for a division within a department.

Supervision Received And Exercised

Receives general direction from management staff.

Exercises direct and indirect supervision over assigned supervisory, professional and clerical personnel.

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

In the absence of the Director of Finance, to assume the responsibility of the Director as needed.

Assist in the development and implementation of departmental goals, objectives, policies and procedures.

Manage, direct and organize accounting activities including general ledger, cashier, payroll, accounts payable and receivable, and project accounting.

Direct, oversee and participate in the development and execution of the accounting work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Perform the District's treasury function in consultation with the Director of Finance and the Assistant General Manager – Administration to manage the District's cash and investments in accordance with the District's investment policy and the California Government Code.

Oversee internal and external financial reporting and audit functions, including the annual preparation of Comprehensive Annual Financial Report (CAFR).

Administer the District's wholesale water purchase contracts; actively monitor and participate in external water supply issues that have a financial impact on the District's wholesale water supply, including monitoring and oversight of CVP contract rates and USBR reimbursable matters.

Prepare and present staff reports and Board dockets to the District's Finance Committee and Board of Directors relating to financial areas of responsibility and assigned special projects.

Assist the Finance Director in activities related to long-term debt and Tax Exempt Commercial Paper Program administration.

Perform financial forecasting; assist in District-wide annual and mid-year budget process; assist in rate analysis and capital financing (bonds); annually update District's overhead rate.

Assist in the preparation of 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.

Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

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

Perform related duties as assigned.

Knowledge of:

Principles and practices of governmental and enterprise accounting, including general ledger, accounts payable and receivable, payroll, project costing accounting, and billing.

California Government Code and other guidelines pertaining to investment of public funds.

Methods used in financial analysis and reporting.

Understanding of data processing systems and procedures used in financial reporting applications

Principles and practices of policy development and implementation.

Principles and practices of business correspondence and report writing.

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

Budgeting procedures and techniques.

Financial audit procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, direct and implement a comprehensive accounting program.

On a continuous basis, analyze financial budget and technical reports; interpret and evaluate staff reports; know and interpret laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; know and administer various personnel rules; and explain and interpret policy.

Use personal computers and computer network based financial applications.

Analyze complex accounting and financial issues and present alternatives and recommendations clearly and persuasively to top management.

Analyze and recommend prudent investment strategies for the investment of District funds.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain District and division policies and procedures.

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

Communicate clearly and concisely, both orally and in writing.

Education and Experience:

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration or a related field.

Experience: Seven years of increasingly responsible experience in public accounting, including one year of supervisory experience.

Physical Demands:

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen, and operate a computer and telephone. Occasionally, work requires lifting or moving up to 15 pounds. Work hours are irregular and include evening meetings.

Other Requirements:

Certified Public Accountant license desirable.

Possession of, or ability to obtain, a valid California driver's license.

Adopted: December 28, 1989
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Approved _____ Human Resources and Risk Manager