

**CITY OF WILLOWS**  
**ACCOUNTING MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general direction, performs professional accounting duties in the preparation and analysis of financial reports and/or statements; develops accounting systems and analyzes financial records; plans, organizes and completes financial analysis and related studies; assists in the development of capital and operating budgets; supervises departmental staff; and performs related duties as required.

*This position is designated as un-represented for Labor Relations purposes and is considered exempt under the Fair Labor Standards Act (FLSA).*

**DISTINGUISHING CHARACTERISTICS:**

This class is characterized by the responsibility to apply professional accounting principles to facilitate fiscal control, perform fiscal analyses, establish fiscal accounting systems, conducts complex financial studies, assists in the development of operating and capital budgets, assists in the development of short and long-term financial forecasts, and communicates financial information. Incumbents also supervise professional, paraprofessional, and administrative staff and exercise detailed subject matter knowledge.

**SUPERVISION RECEIVED/EXERCISED:**

General direction is provided by the City Manager or Administrative Services Director. The job incumbent directly supervises staff responsible for divisions in finance, payroll, human resources, and general City administration.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Prepares a variety of detailed, factual, and analytical accounting, statistical, and/or narrative financial statements or reports which require analysis and interpretation of fiscal data for use by a department, auditors, and/or other agencies; assists with cash flow analysis and investments.
- Plans, directs, coordinates, and reviews the work of assigned staff and programs which include general accounting, audit coordination, cash management.
- Supervises, trains and evaluates assigned staff; makes recommendations for the selection of new employees; provides or coordinates staff training; provides expertise and direction to staff.
- Recommends, develops and implements departmental accounting and audit control methods, systems and procedures to comply with accounting procedures, laws, ordinances and regulations; coordinates the preparation of external audit materials and assists external auditors in the fiscal year review.
- Prepares and analyzes a variety of financial statements, schedules, and reports; develops formats for the preparation of financial reports of the City and its agencies; ensures that financial statements are

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prepared on a timely basis in accordance with GAAP and GASB, and related governmental accounting regulations.

- Coordinates and participates in the research, evaluation and implementation of new Governmental Accounting Standards Board (GASB) statements.
- Recommends, develops and implements departmental policies and procedures related to accounting activities; reviews, recommends and implements improvements to accounting methods, budgeting and reporting procedures; ensures conformity to policies and increases effectiveness of financial procedures.
- Assists in the preparation and maintenance of annual budgets and the City's overall operating budget and long-term capital improvement program budget; assists project managers and management in projecting costs and revenues associated with long-term projects; assembles and analyzes cost accounting records and other supporting technical and statistical data; makes complex or difficult adjusting entries and transfers of appropriations; reviews budget information with appropriate staff.
- Oversees and monitors special program accounts, including grant programs, special assessments, capital projects, internal service and enterprise funds for a large department or on a department or City-wide basis, and/or assists in the monitoring of the financial activities of the City's risk management programs.
- Performs analysis on current employee fringe benefits, retirement, workers' compensation and other insurance programs; makes recommendations for appropriate changes in coverage as necessary.
- May serve as a liaison with outside consultants to conduct complex financial studies; prepares a variety of periodic and special financial and other reports as required; performs work on special projects as assigned.
- Assists in the development, maintenance and enhancement of computerized information systems for accounting and financial functions; performs financial systems software management, including maintaining financial system software controls, administering the accounting aspects of general ledger software, setting up new accounts and acting as a resource to staff; coordinates the implementation of new accounting software and participates in the development and implementation of training programs, policies and procedures related to accounting information systems.
- Provides assistance to the Administrative Services Director and City Manager.
- May act as a higher level manager when designated to do so.
- Other duties as assigned.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

*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 environment; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**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 occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

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

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

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

### **Education and/or Experience:**

A typical way to obtain the requisite knowledge and abilities would be:

- Four years of professional accounting experience in government or private industry which included application of acceptable accounting standards and principles, cash management, cost accounting, governmental accounting, budgeting and/or systems accounting and at least one year leading a team or accounting related program.
- Possession of a Bachelor's degree with specialization in Accounting or related field or significant coursework in Accounting is preferred.
- Possession of a CPA is desirable.
- Experience working in a public agency setting is desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

### **Knowledge of:**

- Generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) statements, governmental audit procedures and their application to governmental accounting systems, accounting transactions, and financial statement preparation;
- Principles and practices of public administration;
- Principles and practices of general fund and cost accounting;
- Applicable federal, state and local laws and regulations pertaining to the financial operations of a municipal government;
- Principles and practices of computerized accounting and information systems;
- Research techniques, sources of financial information, and methods of report presentation;
- Principles of budgetary administration and control;
- Accepted business office procedures; principles and practices of people leadership and supervision;
- Principles of employee supervision, career development and training.
- The concepts of word processing, spreadsheets, micro-computer, and mainframe computer applications;
- Modern methods of records management;
- Safe work practices and related regulations;
- Principles of supervision, training, and management;
- Principles of public speaking, conflict resolution and excellent customer service;
- Modern office methods, procedures, and equipment including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint) and Crystal Reports;
- Techniques and principles of effective interpersonal communication; and
- Principles and practices of good customer service.

**Ability and Skills to:**

- Understand, interpret, explain and comply with laws, regulations and policies governing fiscal operations; analyze fiscal data and draw logical conclusions;
- Identify and resolve problems relating to fiscal and/or administrative operations;
- Understand program objectives in relation to City, departmental goals, and procedures;
- Prepare of a variety of financial statements and reports, including working to the standard of a Comprehensive Annual Financial Report (CAFR) in a timely and accurate manner;
- Analyze and interpret financial statements and accounting records and reports; analyze and prepare budgets;
- Work with and understand an automated accounting system;
- Prepare clear, concise and complete financial statements and reports;
- Use computer programs to analyze data and build forecasting models; analyze and perform financial studies;
- Analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations;
- Research regulations, procedures and/or technical reference materials;
- Recommend improvements in accounting methods and procedures;
- Interpret complex financial rules, regulations and ordinances;
- Maintain accurate records and document actions taken;
- Make sound independent judgments within established guidelines;
- Plan, organize, direct, and supervise the work professional, technical and office support staff;
- Read and comprehend complex laws and regulations and initiate policies and procedures for their implementation;
- Operate a computer for word processing, database, and department specific software;
- Communicate effectively, orally, electronically and in writing;
- Maintain confidentiality of information; and
- Establish and maintain effective working relationships with those contacted in the course of the work.

**ACKNOWLEDGMENT:**

I acknowledge that I have read the job description and requirements for the Accounting Manager position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

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Applicant Signature

\_\_\_\_\_  
Date