CITY OF LINCOLN

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 complex work of considerable difficulty in governmental accounting and financial analysis. Plans, organizes, manages and directs the activities of the Accountants, Accounts Payable staff, and Payroll staff within the Finance Department. Provides highly complex staff assistance to the Finance Department's Director and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Accounting Manager** is the management level class responsible for assisting the Director, or designee, in the day-to-day administrating, directing and managing of assigned divisions. This classification is distinguished from that in the lower classification of Accountant by their responsibility for overall management of the Accounting Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Finance Director or his/her designee. Exercises direct supervision over professional, technical, and clerical accounting staff.

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

- Plan, organize and manage the activities of professional, technical and clerical staff in accounting, responsible for accounting, financial reporting and analysis for the City using generally accepted processes and procedures including the Generally Accepted Accounting Principles (GAAP).
- Participate in the development and administration of the department budget.
- Participate in the development and coordination of the City-wide annual budget; provide technical advice relative to budget issues.
- Guide the preparation of the City's annual audit report; coordinate audit and audit activities.
- Participate in the development of official policies, procedures and practices, to ensure compliance with applicable laws and regulations.
- Participate in the review, development and modification of internal control methods.
- Review, develop and modify internal control methods to improve existing procedures.

- Interpret and apply provisions of laws, rules and regulations related to fiscal matters.
- Review and approve accounting transactions for input to the various financial systems of the City and its related entities and departments.
- Coordinates the work of assigned staff, their tasks, and the interfacing with other organizations.
- Interview and recommend selection of job applicants, appraise employee performance; conduct informal counseling on work issues, prepare documentation and improvement plans for deficiencies, and implement disciplinary procedures.
- Directs and participates in complex fiscal, financial, and accounting problems which have significant impact on the City's financial condition and/or operations, as assigned.
- Assist the Finance Director, or designee, in performing revenue/expenditure projections.
- Assist the executive management in cash management and investment functions.
- Oversee and is responsible for the day-to-day operations of the Accounting Division.
- Provide professional and technical advice and recommendations on accounting pronouncements, standards, policies and procedures.
- Provide assistance to City departments regarding City accounting policies and procedures in resolving accounting and financial problems.
- Prepare and maintain a variety of records, reports and correspondence related to division activities.
- Develop, implement and evaluate financial fiscal policies, procedures and practices and initiate action for improvement.
- Direct and participate in complex, fiscal, financial and accounting problems which have significant impact on the City's financial condition and/or operation, as assigned.
- Prepare and maintain a variety of records, reports and correspondence related to division activities.
- Attend council, interagency, committee, and other meetings and conferences; make presentations as required.
- Establish positive working relationships with representatives of community organizations, state/local agencies, City management, staff and the public.
- Seeks continuous improvement in finance and accounting processes and procedures to achieve optimum efficiency and effectiveness

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. The position also requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

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

Education and/or Experience:
Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Accounting Manager. A typical way of obtaining the required qualifications is to possess the equivalent of:

Education
Equivalent to completion of a Bachelor's degree from an accredited college or university with major course work in accounting, finance or a related field.

AND

Experience
Five years of increasingly responsible experience in a public sector/municipal finance business accounting environment including two (2) years at a supervisory level.

License/Certificate:
Possession of, or ability to obtain, a valid class C California driver's license. A CPA certification is highly desirable.

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

Knowledge of:
Principles and practices of municipal fiscal management, including fund accounting and budgeting; theories, principles, and practices of governmental budgeting and finance; Generally Accepted Accounting Principles and Procedures (GAAP), Generally Accepted Auditing Standards (GAAS) and Government Accounting Standards (GASB); techniques of financial and management analysis; principles and practices of government finance and administration; principles and practices of program and budget development, administration and evaluation; principles and practices of supervision and personnel management using methods and techniques for management, training and motivation; basic principles of mathematics; methods of evaluation that include checks-and balances; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; current data processing principles and applications for fiscal and financial systems using standard office procedures, practices and equipment; modern office equipment including computer and applicable software;

principles of fiscal, financial, and accounting analyses; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:
Plan, organize, assign, manage, and evaluate the activities of program areas within the Finance division; provide effective leadership and coordinate the activities of professional, technical and clerical staff, assist in the implementation of a comprehensive financial program; prepare and administer municipal budgets; prepare administrative and financial reports with accuracy and in a timely manner; understand and perform complex accounting and financial work; analyze, interpret, summarize, and present clear, concise and logical written and oral reports; develop, implement and interpret goals, objectives, policies, procedures, and work standards, gain cooperation through discussion and persuasion; coordinate division activities with other City departments and divisions as required; represent the division in the community and at professional meetings as required; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; prepare clear and comprehensive fiscal analyses and reports; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:
Operate office computers and variety of software applications including Excel.

Salary Range:	Refer to Mid-Management / Confidential Salary Schedule
FLSA:	Exempt
Employee Group:	Mid-Management/Confidential
Effective:	**January 2019**