

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Accounting Manager	Job Family: 2
General Classification: Management	Job Grade: 39

Definition: To oversee the planning, organization, review, and maintenance of the accounting records of the City; to supervise accounting staff involved in the general accounting and payroll functions of the City.

Distinguishing Characteristics: Receives general direction from the Finance and Administrative Services Director or Assistant Finance and Administrative Services Director. Exercises direct supervision over professional, technical, and clerical positions.

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

1. Supervise and personally participate in fiscal and accounting work in connection with budget administration, audit, payroll, allocating costs to appropriate accounts, and other general accounting procedures and operations.
2. Schedule, supervise, and evaluate the work of the accounting staff in areas such as payroll, accounts payable, inventory control, and general accounting; coordinate work of accountants to ensure maintenance of general ledgers and journals.
3. Manage the general ledger chart of accounts and accounting records of receipts, disbursements, and encumbrances affecting various funds and accounts for effective internal control of such funds and accounts; review and oversee the preparation and reconciliation of journal entries.
4. Responsible for computerized accounting system administration, including performance and oversight of user access and system changes.
5. Manage the fiscal year-end close of the City's books and records; lead and coordinate the preparation of detailed financial statements.
6. Manage the external audit by coordinating the preparation of schedules, information, and general access to records.
7. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

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8. Participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
9. Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for accounting; implement policies and procedures.
10. Manage financial reporting requirements of agencies; devise, implement, and maintain accounting systems and procedures; lead and coordinate the resolution and proper recording of complex accounting issues.
11. Analyze existing accounting procedures and prepare recommendations for their revision when necessary.
12. Advise personnel in the department and Citywide regarding City policies related to accounting procedures.
13. Build and maintain positive working relationships with coworkers, other City employees, and the public using principles of good customer service.
14. Coordinate work with other divisions, departments, and financial institutions.
15. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
16. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Generally accepted accounting principles as related to municipalities; Federal, State, and City rules, regulations, and laws governing fiscal and accounting functions; basic data processing and systems operation; modern computer software; modern office procedures, methods, and computer equipment; principles of budget monitoring; pertinent local, State, and Federal laws, ordinances, and rules; principles of supervision, training, and performance evaluation.

Ability to: Supervise, train, and evaluate assigned accounting, clerical, and professional staff in the operations of the City's day-to-day financial and

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accounting systems; analyze complex accounting and financial data and draw logical and sound conclusions; independently carry out complex accounting and auditing work; apply accounting principles and techniques to practical accounting, auditing, and financial problems; create reports, schedules, and supporting documents; correspond with outside contacts (e.g., banking institutions, government agencies, auditors) regarding City transactions, reports, or problem solving; interpret, explain, and train individuals as to existing accounting, auditing, and fiscal policies and procedures; assist in the development and installation of new methods and procedures; check, prepare, and review detailed and complex financial and accounting reports; establish and maintain effective working relationships with those contacted in the course of work; manage a computerized accounting system, including chart of accounts; communicate clearly and concisely, both orally and in writing; interpret and explain pertinent City and department policies and procedures; develop and recommend policies and procedures related to assigned operations.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of professional accounting experience, including two years of supervisory experience. A bachelor's degree from an accredited college or university with major course work in accounting, finance, or a related field. Governmental accounting experience and a master's degree are highly desirable.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid Class C California Driver License. Possession of Certified Public Accountant certification is highly desirable.

Working Conditions: May be required to work evenings and/or weekends for meetings and/or special events.

Established: January 1994

Revised: February 2019

HRD/CLASS SPECS

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