

**CITY OF ROSEVILLE
JOB SPECIFICATION FOR
ACCOUNTING MANAGER**

DEFINITION

Receives general direction from the Finance Director in the performance of a variety of complex professional accounting duties involved in the recording of financial transactions; supervises the activities and staff of accounts payable; exercises direct supervision over technical and clerical accounting staff; provides technical staff assistance to the Finance Director; and performs related work as required.

EXAMPLES OF ESSENTIAL DUTIES

Plans, assigns and monitors the work of staff assigned to accounts payable; participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations; participates in the development and implementation of goals, objectives, policies and priorities related to activities of assigned section; assists in planning, organizing, evaluating and participating in the functions and activities of the assigned section; assists in resolving work problems and interpreting administrative policies and technical procedures to subordinates, other departments, and the public; resolves difficult problems; coordinates assigned activities and functions with those of other divisions, departments and outside agencies and organizations; prepares financial statements for auditor's examination; answers questions regarding statements and explains procedures; supervises the posting, balancing, and reconciliation of the general ledger and subsidiary accounts; examines all accounting transactions to ensure accuracy; corrects financial records as necessary; prepares closing and adjusting entries for processing reports and statements; maintains fixed asset system; determines items to be capitalized as fixed assets; determines type, category, life and identifying factors to be processed in system; reconciles fixed asset system to general ledger; provides fixed assets reports to departments for their review, inventory and modification; monitors various accounts verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve budget problems; prepares fund transfers to provide resources according to annual budget and subsequent budget adjustments; provides information to title companies, property owners, and City departments regarding assessments; calculates payoffs of assessments; researches reserve credits; requests bond administrator to call bonds; notifies county of paid assessments; prepares general ledger entries for assessment receivables and bond payables; reconciles to assessment system; prepares refinancing information for assessment district; determines and researches delinquent assessments for further legal action; performs special account research and analysis for Department and City staff; conducts financial research; performs comprehensive financial activity studies as directed; prepares a variety of management financial reports for the Finance Director/Treasurer and other City departments including expenditure and revenue status for departmental review; assists in the preparation, analysis and review of estimates of revenues, reimbursements, expenditures, fund balances or other proprietary and budgetary accounts; participates in the general accounting budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; provides information to the public; responds to and resolves difficult or sensitive citizen or business inquiries and complaints.

MINIMUM QUALIFICATIONS

Education/Experience: Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

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

Experience: Three (3) years of professional governmental accounting experience.

Knowledge of: Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems including fund accounting, general ledger and subsidiary accounts; advanced governmental accounting principles and practices; advanced auditing principles and practices; pertinent federal, state, and local laws, codes and regulations including special assessment and IRS laws; principles and practices of organization, administration, and personnel management; automated financial management systems; modern office procedures, methods and computer equipment; principles of supervision, training and performance evaluation.

Ability to: Supervise the staff and activities of an accounting or auditing function; apply advanced accounting principles to the maintenance of financial and accounting transactions; analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals, policies, procedures, rules, and regulations; select, supervise, train and evaluate personnel; prepare, examine and verify financial documents and reports; prepare a variety of complex audits, financial statements, reports and analyses; communicate clearly and concisely, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

On a Continuous Basis: Know and understand all aspects of the job; analyze budget, technical reports, financial statements and spreadsheets; identify and interpret technical and numerical information; observe and problem solve operational situations, technical policies and procedures associated with the financial/fiscal administration of city government; observe and evaluate staff performance; explain regulations and procedures to the general public, representatives of other public agencies and staff; remember various personnel rules; sit at a desk or in meetings for prolonged periods of time.

Intermittently: Reach equipment surrounding desk; perform simple grasping and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; use telephone and write or use a keyboard to communicate through written means; lift up to five pounds of weight.

Working Conditions: On a continuous basis, work in an office environment, may travel to other city facilities, sitting in a vehicle; may be exposed to moving objects and other vehicles while conducting business outside of the office.

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License or Certificate: Possession of, or ability to obtain, an appropriate, valid, California driver's license.

12-10-98

01-05-95

07-01-94 Accounting Manager

10-01-88 Supervising Accountant

01-14-88

07-01-79

10-30-73

07-00-67

-65

-64 Accountant