

# CITY OF SAN JUAN CAPISTRANO

## ACCOUNTING MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To direct, manage, supervise and coordinate the activities and operations of staff responsible for performing clerical and technical accounting functions including accounts payable, payroll and billing; to prepare a variety of financial statements and reports; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Administrative Services Director.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Administrative Services Director.

Exercises direct supervision over professional, technical and clerical staff.

**ESSENTIAL FUNCTION STATEMENTS**. *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Assumes management responsibility for all day-to-day services and activities of technical and clerical accounting functions including accounts payable, payroll and utility billing.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Selects, trains, motivates and evaluates accounting personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
5. Plans, directs, coordinates and reviews the work plan for accounting staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
6. Participates in the compilation and preparation of the City's annual budget; verifies budget funds and accounts; reviews budget requests and expenditures to ensure proper account coding.
7. Prepares and monitors monthly Statement of Revenues, Expenditures, and Capital Project Costs; coordinates year-end audit; organizes required audit schedules and year-end financial statements and government required reports.

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8. Prepares monthly financial statements; analyzes and identifies revenues and expenditures; prepares worksheet summaries of billings, water activity, cash receipts and other accounts receivable transactions; prepares daily cash flow report.
9. Posts receipts to the general ledger; audits and analyzes accounting transactions.
10. Prepares a variety of financial reports on transactions; monitors revenue and expenditure projections.
11. Posts adjusting journal entries relating to investment transactions.
12. Acts as a liaison during annual audit; prepares year-end financial reports; analyzes revenue and expenditure reports.
13. Audits payroll and accounts payable transactions; ensures accurate entries and record keeping; prepare quarterly payroll tax returns.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of accounting and finance.
15. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of finance and governmental accounting systems and methods.
- Operational characteristics, services and activities of a professional accounting program.
- Principles and practices of program development and administration.
- Methods and techniques of managing investments.
- Principles and practices of auditing.
- Principles and practices of municipal budget preparation and administration.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures, methods and equipment including computers.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local codes, laws and regulations.

**Skill in:**

- Overseeing and participating in the management of a comprehensive professional accounting program.
- Overseeing, directing and coordinating the work of lower level staff.
- Selecting, supervising, training and evaluating staff.
- Understanding and interpreting accounting principles and practices.
- Managing the City's investment portfolio.
- Participating in the development and administration of division goals, objectives and procedures.
- Preparing and administering large program budgets.
- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.

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- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES**

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

**Experience:**

Five years of professional accounting experience including two years of supervisory responsibility.

**Training:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting, finance or a related field. Master's Degree or CPA is highly desirable.