



Class Code: 068  
WP Code: Accounting Manager  
Established: Dec.10, 2015  
Revised: \_\_\_\_\_  
EEO Code: P

City of Newark, California

## CLASS SPECIFICATION

### ACCOUNTING MANAGER

DEFINITION – Under administrative direction of the Administrative Services Director, directs activities of the Finance Division; performs advanced professional, analytical and administrative work; advises on financial matters; conducts complex analytical studies and works on special projects; prepares the City’s biennial budget; and performs related work as assigned.

This class has division head status and performs a variety of professional, administrative, and managerial duties in managing the Finance Division. The employee has a large role in developing the Five Year Forecast and the Biennial Operating Budget. The employee will manage accounting activities and ensure all activities are carried out in accordance with Generally Accepted Accounting Principles (GAAP).

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, direct, and evaluate the activities of the Finance Division;

Develop and monitor accounting policies, procedures and guidelines to ensure proper control and audit of the City’s finances;

Prepare, analyze, and monitor the City’s annual budget;

Prepare quarterly budget status reports;

Assist in development and presentation for the City’s Capital Improvement Program;

Prepare a variety of financial reports and cost studies for management personnel, City Manager, and City Council;

Coordinate division activities within the division, other City staff, and outside agencies;

Present oral and written reports to the City Manager, City Council, outside agencies, and community groups on a variety of City administrative matters;

Keep City management up to date on all facets of financial developments.

Perform related duties as assigned.

## **Accounting Manager**

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Theories, principles, practices, problems and techniques of public administration and public financing.

Budgetary principles and practices, including the development and management of capital improvement budgets.

Financial and economic analysis techniques to determine feasibility and cost benefits of projects, labor utilization, and purchases.

Organizational planning techniques and methods including forecasting, goal-setting, staffing, analyses and work planning.

Business applications, functions and programs for personal computers.

#### Ability to:

Plan, organize and direct a variety of administrative activities including finance, accounting, and treasury.

Select, train, motivate, and evaluate assigned staff.

Establish and maintain effective working relationships with the general public, City departments, City officials and private agencies;

Work cooperatively with State, County and Federal government agencies.

Review, organize, and develop technical documents, proposals and reports.

Prepare clear, concise, and complete statistical and technical reports and written correspondence.

Exercise sound independent judgment within general policy guidelines.

Analyze complex problems, evaluate alternatives, and make creative recommendations.

Make persuasive presentations of ideas, concepts and recommendations.

Develop, implement and interpret goals, objectives, policies, procedures, work standards and internal controls.

Represent the City effectively in meetings with others.

## **Accounting Manager**

### Experience and Training

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

#### Experience:

Five years of increasingly responsible professional experience in finance, accounting, budget, management analysis, or a closely related field, including two years of supervisory experience. Experience must demonstrate a working knowledge of finance and accounting functions.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in financial management, accounting, management, business administration, public administration, public policy, or a related field.

Training may be substituted with experience on a year for year basis to a maximum of four years.

#### License or Certificate

Possession of, or ability to obtain, a Class C California driver license.

**Probationary Period:** 12 Months

**FLSA:** Exempt