



<b>Job Title</b>	Accounting Manager
<b>Department</b>	Finance
<b>Salary Schedule</b>	49 - A Starts at \$2,912 bi-weekly

**DEFINITION:** Under the direction of the Finance Director, the Accounting Manager will perform a wide variety of responsible accounting duties and advanced technical work involving the financial functions of the organization.

**Essential Duties and Responsibilities:** *The details below are intended to describe the general nature and scope of work being performed by incumbent. This is not a complete listing of all responsibilities and duties. Other duties may be assigned as necessary for the attainment of the goals of this agency:*

- ✓ Assume responsibility to manage, plan, direct and coordinate the work plan; assign projects and programmatic areas of responsibility; review, evaluate and assess workload, work methods and procedures, and administrative support systems; meet with staff regularly to identify opportunities for improvement, resolve problems and direct and implement changes
- ✓ Participate in the development and implementation of Department goals, objectives, policies, priorities for each assigned service area; implement policies, procedures, guidelines, work rules, regulations and methods consistent with goals of the agency
- ✓ Supervise the rental assistance payment warrants and payment requisitions
- ✓ Supervise and participate in the preparation and analysis of various financial statements, schedules, and reports
- ✓ Examine, reconcile, balance and adjust accounting records
- ✓ Conduct analysis of payroll from time reports to verify accurate data
- ✓ Review, calculate and process payroll adjustments; audit and reconcile payroll register; prepare accounting records and reports, reconcile and update checking account balances
- ✓ Respond to requests for information from outside agencies regarding employee's status and wages, process garnishments
- ✓ Research and answer employee and department questions regarding employee salaries and fringe benefits, the status for accounts and payments, the proper coding of transactions and other matters
- ✓ Prepare a variety of financial statements, costs and statistical reports
- ✓ Coordinate accounting data processing
- ✓ Interpret software data and records

- ✓ Assist in establishing departmental goals and monitor the goals of the Account Analyst staff
- ✓ Analyze, interpret and explain accounting policies and procedures
- ✓ Coordinate department cross-training
- ✓ Audit various claims for payment; prepare for check writing and input to data processing
- ✓ Reconcile general ledger accounts to subsidiary registers

**Behavioral Competencies:** *To perform the job successfully, an individual should demonstrate the following:*

- ✓ **Leadership:** Provide direction by clearly and effectively setting course of action for the assigned Team; manage by example and by providing regular feedback and reinforcement to the Team
- ✓ **Commitment:** Set high standards of performance for self and Team; pursue aggressive goals and work smart to achieve success
- ✓ **Customer Service:** Meet/Exceed the expectations and requirements of internal and external customers; identify, understand, monitor and measure the needs of both internal and external customers; communicate and act with customers in mind; and recognize working colleagues as customers
- ✓ **Effective Communication:** Ensure important information is passed to those who need to know; convey necessary information clearly and effectively, orally or in writing; demonstrate attention to, and convey understanding of, the comments and questions of others; and listen effectively
- ✓ **Analytical:** Collect and research data, use experience and knowledge to analyze the best course of action
- ✓ **Responsiveness and Accountability:** Demonstrate a high level of conscientiousness; hold self-responsible for own work; do a fair share of work
- ✓ **Confidential:** Must abide by strict ethical standards, integrity objectivity and confidentiality when interacting colleagues, customers and in the course of all job duties
- ✓ **Critical Analysis:** Analyze issues and make rational recommendations

**Job Competencies:**

- Strong knowledge of generally accepted accounting principles
- Financial recordkeeping principles and practices
- Strong ability to adjust to changing software

- Prepare and maintain a variety of financial and statistical records, reports and statements
- Work independently and organize work according to priorities

**Education and/or Experience:** Any combination of experience and education that would likely provide the knowledge and abilities to perform the job successfully. An Associate's Degree or Bachelor's Degree from an accredited college/university with major course work in accounting or business administration. Two years increasingly responsible experience in maintaining financial, accounting records.

**Special Requirements:** Possession of or ability to obtain immediately, a valid California Driver's License and be insurable under the agency's carrier. Provide proof of legal work status in the United States. Ability to communicate in Spanish

**Physical Demands:** Requires prolonged sitting, standing, moderate amounts of mobility, frequent use of a keyboard, repetitive motion while at a workstation, ability to view reports and documents, transporting of items of up to 15 lbs.