

CITY OF WASCO POSITION DESCRIPTION

PERTINENT POSITION DESCRIPTION DATA			
Position Title:	Accounting Manager	Department : Finance	
Reports to:	Finance Director	FLSA Classification : Exempt	
Career Ladder:	Finance Director	Pay Grade:	Approval Date:08/16/05

POSITION SUMMARY:

Under general direction from the Finance Director direct, organize, and review the activities of the Finance Department, including accounting, fiscal planning, budgeting, revenue collection, and debt management; and to provide highly responsible professional and technical staff assistance to the Finance Director.

CLASS CHARACTERISTICS:

This class is the single journey level position with responsibility for policy development, program planning, fiscal management and operational direction of the finance function. The incumbent is responsible for accomplishing department objectives and goals within guidelines established by the Finance Director.

ESSENTIAL RESPONSIBILITIES:

Develop, plan, and implement goals and objectives; recommend and administer policies and procedures.

Plan, organize and coordinate the development of the City's annual operating and capital improvement budgets; coordinate the publishing of preliminary and final budget documents.

Coordinate debt financing of the City including assessment districts, community facilities districts, and capital leases.

Supervise and participate in the development and administration of the finance operating budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement budget adjustments.

Supervise and participate in the preparation of special studies, fiscal analyses and projections, and the development of budgetary analyses.

Direct and supervise activities related to water utility service customer billing, accounting and reporting.

Review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures.

Review and assist in preparing ordinances and resolutions relating to budget expenditures, revenues, and other fiscal matters.

Select, train and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Assist the City Treasurer in investing and maintaining records on City funds, preparing treasury reports and presenting related documentation to City Council.

Direct the preparation for the annual City audit; coordinate activities with financial auditors; provide information and assistance as necessary.

Respond to and resolve difficult citizen inquiries and complaints

Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of –Principles and methods of financial administration, particularly in the areas of accounting, budgeting, auditing, and treasury management; Data processing applications related to municipal finance functions; Laws regulating the financial administration of City government; Techniques of program analysis and revenue forecasting; Principles and techniques of budget development and administration; Principles and practices of organization, administration, and personnel management.

Skilled in -

Ability to -Plan, priority rank, assign, and direct the work of professional, technical, and clerical personnel; Develop, install, and maintain sound accounting and financial reporting systems and procedures; Direct the preparation of complex financial reports and analyses; Prepare and administer a municipal budget; Develop and administer sound departmental policies; Communicate clearly and concisely, both orally and in writing; Select, supervise, train, and evaluate assigned personnel; Establish and maintain effective working relationships with those contacted in the course of work.

Licenses and Certificates –. Possession of or ability to obtain a valid California Driver’s License may be required

Physical Abilities and Work Environment – While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

Other – Must complete an annual Statement of Economic Interest. Bilingual fluency in English and Spanish is desirable. Must be bondable

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the City. A typical way to obtain the knowledge, skills, and abilities is:

Experience – Three years of experience in Municipal Finance Administration, plus one year of supervisory responsibility.

Education - Bachelor's Degree from an accredited college or university with major course work in Accounting, Finance, Business Administration, Public Administration, or a related field.

ACKNOWLEDGEMENT

A review of this position has excluded the marginal functions of the position that are incidental to the performance of essential job duties. The duties and responsibilities are essential job responsibilities and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the knowledge, skills and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels required for this position.

I acknowledge that I have received a copy this position description

Print Name

Signature

Date