

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Accounting Manager</b>	<b>CLASS CODE:</b>	<b>319</b>
<b>REPORTS TO:</b>	<b>Deputy Finance Director</b>	<b>GRADE:</b>	<b>31</b>
<b>DEPARTMENT:</b>	<b>Finance</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: November 3, 2005 cm</b>			

**JOB SUMMARY**

Plans, organizes, and supervises the activities and staff of one or more functional areas within the accounting division.

**ESSENTIAL FUNCTIONS**

1. Plans, organizes, directs, controls, and manages the activities and staff in one or more functional areas within the accounting division.
2. Directs accounting for assigned specialized function, grant, or Capital Improvement Plan (CIP) programs.
3. Coordinates, reviews, and approves journal entries, account reconciliation and respective client-prepared audit work papers with regard to policies and procedures, budgets and financial operations, and financial grant reporting.
4. Supervises and prepares the reconciliation of the general ledger accounts for various city funds.
5. Ensures compliance with all applicable laws, regulations, and standards relative to the city's financial functions.
6. Completes or reviews client-prepared audit work papers and related notes for the Comprehensive Annual Financial Report (CAFR), and manages the timeline for that process.
7. Prepares, analyzes, or reports on difficult and complex financial statements, related administrative reports and audit programs and makes recommendations regarding the city's finances.
8. Plans and monitors the review, scheduling, and updating of annual budget and quarterly budget estimates for various federal, State, or local grants.
9. Manages the city's cash management and investment activities.
10. Manages the city's improvement district bonds billing, collection, and related auction process.
11. Monitors and approves payments on grants, bonds, and other funds.
12. Prepares and monitors the operational budget for assigned area.
13. Provides accounting assistance to other departments and personnel.
14. Updates the Accounts Payable Users Manual.

**SECONDARY FUNCTIONS**

15. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

Generally accepted accounting principles  
Federal, state, county and local laws, codes and regulations applicable to governmental accounting  
Tax accounting regulations  
Auditing techniques

**Skill in:**

Use of computers, software, and applications

**Ability to:**

Analyze and interpret fiscal and accounting records and prepare clear and concise financial and administrative reports

Evaluate information prepared by subordinate staff

Comprehend complex grant agreements

Establish and maintain effective working relationships with city staff, federal, state, and county agencies and professional colleagues

Communicate effectively verbally and in writing

Supervise, train, and develop staff

**WORKING CONDITIONS**

Office setting.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting or a related field, and five years of experience in local government accounting, including one-year supervisory experience.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.