

CITY OF GLENDALE

TITLE: Department Accounting & Budget Manager **CLASS CODE:** 944

REPORTS TO: Various **GRADE:** 31

DEPARTMENT: Various **FLSA:** E

JOB SPECIFICATION DATE: August 21, 2008 mac

JOB SUMMARY

Plans, organizes, and supervises the activities and staff handling the accounting, budgeting and financial rate analysis in a large department.

ESSENTIAL FUNCTIONS

1. Plans, organizes and manages the activities and staff involved in the accounting, budgeting and rate analysis or payroll in area of assignment.
2. Prepares and monitors annual department operating and Capital Improvement Project budgets; develops budgets from projections and forecasting.
3. May oversee the development of rate analysis and coordinates work with outside consultants; performs rate and account analysis in support of financial plan objectives depending on area of assignment.
4. Assists the Director in presenting financial and budget data to the City Council in support of utility rate changes, service modifications and other related issues.
5. Manages special and ongoing programs and projects, including their design, development, coordination, and implementation.
6. Develops, modifies, and monitors performance measurement tools to maximize revenues, minimize expenses and improve the department's performance.
7. May prepare comprehensive detailed written reports including consumption flows, analysis of water and sewer rates, and other demand projects depending on area of assignment. Analyzes available data to evaluate the economic impact of various alternatives; uses short and long-range projections to prepare rate recommendations/applications.
8. Coordinates, reviews and approves journal entries, account reconciliation and respective audit work papers with regard to policies and procedures, budgets and financial operations and financial grant reporting.
9. Reconciles the general ledger accounts for divisions within the department.
10. Ensures compliance with all applicable laws, regulations and standards relative to the city's financial functions.
11. Prepares audit work papers and related footnotes for the Comprehensive Annual Financial Report.
12. Prepares, analyzes, and reports difficult and complex financial statements, financial and administrative reports and audit programs and makes recommendations regarding the department's finances.
13. Plans and monitors the auditing, scheduling and updating of annual budget and quarterly budget estimates.
14. Monitors and approves payments on operational expenditures and CIP projects.

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
- 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 government accounting, including one year of supervisory experience.

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