

ACCOUNTING AND INFORMATION TECHNOLOGY MANAGER

DEFINITION

To supervise and perform professional and technical accounting work in maintaining the fiscal records and systems of the City; to serve as the systems administrator in the operation and maintenance of the City's central computer system; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Finance.

Exercises supervision over technical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Assists Director of Finance in overseeing the daily operations of the Finance Department.

Trains, assigns, supervise and evaluate the performance of assigned technical personnel.

Reviews work of subordinates for completeness, accuracy and compliance with established policies and procedures.

Interprets department policies and procedures to subordinates and employees of other departments as necessary.

Assists the Director of Finance in the development of short- and long-range plans.

Researches, compiles, interpret and prepare data for studies, reports and recommendations.

Assists the Director of Finance in ensuring that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to ensure sound fiscal control; prepares annual budget requests and ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Assists with the calculation of budget estimates for the annual City budget; performs complex calculations for annual salary / benefit negotiations.

Continuously monitors and evaluates the efficiency and effectiveness of assigned operations; identifies opportunities for improvement; supervises the implementation of changes.

Performs or assists staff in performing accounting and data processing duties; adjusts errors as necessary.

Performs general accounting work as required, including making journal entries, balancing accounts, closing monthly books, reconciling general ledger accounts, processing cash transfers, etc.

Performs periodic financial studies and analyses.

Prepares and/or verifies periodic reports, including grant reports and those mandated by state and federal regulations.

Serves as systems administrator in the operation and maintenance of the City's central computer system, including PC and network hardware, software and peripheral equipment; develops information systems policies and procedures; evaluates the City's information technology needs and makes recommendations for system enhancement or modification; maintains assigned databases; troubleshoots hardware and software problems and makes arrangements for prompt resolution; provides user training and support.

Receives and responds to inquiries, requests for assistance, concerns and complaints regarding department functions and activities.

Assists in coordinating department activities with other divisions, departments and agencies as appropriate.

Acts as the Director of Finance in his/her absence.

Keeps abreast of new trends, legislation and developments in government accounting and information systems technology.

Monitors and assists investment activities as needed in cooperation with the elected City Treasurer.

Performs general administrative work as required, including but not limited to attending meetings, preparing correspondence, entering computer data and preparing spreadsheets and computer-generated reports, copying and filing documents, sending and receiving faxes, answering the telephone, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent federal, state and local laws, codes, ordinances and regulations.

City and department policies and procedures.

Governmental accounting theory, principles and practices.

The use and maintenance of management information systems and specific applications for financial record-keeping and reporting.

Data processing concepts and procedures pertaining to financial record-keeping operations.

Methods, procedures and controls used in fiscal grant administration.

Budget preparation and administration.

Budgetary, accounting and reporting systems.

Principles of supervision, training and performance evaluation.

Modern office practices and technology, including the use of computers for word and data processing and spreadsheet applications.

Methods and techniques of effective report preparation.

English usage, spelling, grammar and punctuation.

Safe work practices.

Ability to:

Learn, understand, interpret and apply pertinent City policies and procedures, and federal, state and local laws, rules and regulations.

Develop, implement and interpret goals and procedures for providing effective and efficient accounting and information technology programs.

Effectively organize and set priorities for assigned operations.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Prepare clear and comprehensive financial statements and reports.

Accurately check, verify and analyze a variety of accounting data and draw sound conclusions.

Establish and maintain accounting records, files and controls.

Prepare and administer budgets.

Keep abreast of trends and requirements in City government financial record-keeping and reporting.

Assign, supervise, train and evaluate staff.

Use computer programs for financial / administrative record-keeping and reporting.

Administer the City's computer system, including the use and maintenance of computer hardware, software and networks.

Effectively troubleshoot problems with computer operations and facilitate resolution, minimizing computer downtime.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Speak effectively in public.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience:

Five years of increasingly responsible professional and/or technical accounting and data processing experience, preferably in a local governmental agency, including at least one year in a supervisory capacity.

Education:

Graduation from an accredited college or university with a Bachelor's degree in accounting, business or a closely related field.

Substitution:

Additional professional and/or technical accounting, financial and data processing experience may be substituted for college on a year-for-year basis.

Additional Requirements:

Possession of a valid California driver's license.

Ability to be bonded.

TYPICAL WORKING CONDITIONS

Work typically is performed in a normal office environment.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 25 pounds; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.