



"Service Builds Tomorrow's Progress"

THE CITY OF ARTESIA, CALIFORNIA

18747 CLARKDALE AVENUE, ARTESIA, CALIFORNIA 90701

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ACCOUNTING MANAGER

Salary Range: \$5,199 - \$6,320 Monthly

Unrepresented, At-Will Position

Final Filing Date: Wednesday, November 30, 2016

SUMMARY

Under the direction of the Administrative Services Director, performs professional accounting work, including auditing, analyzing, and verifying fiscal records and reports, preparing financial and statistical reports, providing information to City staff regarding accounting practices and procedures, and reconciling general ledger accounts; assists in preparing the City's annual budgets; prepares year-end audit reports and schedules; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Receives general supervision from the Director of Administrative Services, has personal accountability for carrying out assigned functions, programs or projects within established guidelines and objectives. May exercise technical and functional supervision over lower-level staff in the day-to-day operations of the payroll, accounts payable/receivables, cash receipts, revenues and expenditures functions. Supervises in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL JOB FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Provides responsible professional and technical assistance in the administration and implementation of the City's financial, auditing, and accounting programs.
- Prepares a wide variety of financial and statistical reports, including year-end reporting, budgetary reports, assisting in the preparation of the Comprehensive Annual Finance Report (CAFR), and preparing other legal documents and management analysis.
- Monitors expenditures, revenues, and budget allocations to determine the City's financial status and prepares custom reports, graphs, and schedules as needed.
- Prepares journal entries and reconciles general ledger and subsidiary accounts related to postings from payroll, accounts payable, cash receipts, and accounts receivable; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
- Analyzes and reconciles expenditure and revenue accounts; reviews and processes appropriation transfer requests between accounts; reconciles bank statements to the general ledger.

- Participates in and assumes responsibility for various departmental programs including financial statements, general ledger, monthly statements, and special projects accounting; conducts and prepares special studies and reports.
- Records and maintains appropriate controls for fixed assets, including City-owned vehicles and land; assists in the City's purchase orders and accounts payable system, auditing and financial analysis, grant accounting, and special reports.
- Maintains and monitors the City's grant funds and ensures compliance with rules and regulations governing the use of each grant.
- Receives and tracks property tax payments; ensures that property tax bills are remitted to the proper City departments for payment authorization.
- Tracks Capital Improvement Program expenditures and allocates funds to the appropriate Capital Improvement Project account.
- Assists in the coordination of the annual audits.
- Assists with investments, portfolio management, cash management, debt management, new financing, annexations and subdivisions, and revenue and expense projections.
- Participates in the compilation and preparation of the annual budget, including assisting other departments with budget preparation, providing personnel cost projections and estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Attends meetings, conferences, workshops, and training sessions as assigned.
- Reviews publications to remain current on principles, practices, and new developments in the field of accounting.
- May supervise or provide mentoring guidance to subordinate staff in payroll, accounts payable/receivables, cash receipts, revenues and expenditures, training and scheduling and evaluation of finance division staff include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.
- Performs other duties as assigned.

REQUIRED COMPETENCIES

Knowledge:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Abilities:

- Analyzes financial data and draw sound conclusions.
- Prepares clear, complete, and concise financial statements and reports.
- Interprets, applies, explains, and ensures compliance with Federal, State, and local policies, procedures, laws, and regulations.

- Makes accurate arithmetic, financial, and statistical computations.
- Enters and retrieve data from a computer with sufficient speed and accuracy.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Understands and carries out a variety of complex instructions in a responsible and independent manner.
- Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organizes own work, sets priorities, and meets critical time deadlines.
- Operates modern office equipment including computer equipment and specialized software applications programs.
- Uses English effectively to communicate in person, over the telephone, and in writing.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

WORK STYLES

- Judgment and Confidentiality - Job requires being highly confidential on sensitive projects.
- Professionalism – Job requires using good judgment and awareness using of appropriate political acumen when working with a wide range of stakeholders.
- Dependability - Job requires being reliable, responsible, and dependable, and fulfilling obligations, meeting deadlines, and maintaining excellent communication.
- Adaptability/Flexibility - Job requires being nimble and flexible in anticipating, embracing and managing change and being constructively adaptive to considerable variety in the work place.
- Cooperation - Job requires being pleasant with others on the job and displaying good-natured, cooperative attitude.
- Stress Tolerance - Job requires accepting direction and criticism, and dealing calmly and effectively with high stress situations.
- Integrity - Job requires being honest, forthright and ethical.
- Assertiveness - Job requires a willingness to lead, take charge, and offer opinions and direction.
- Persistence - Job requires persistence in the face of obstacles.
- Initiative - Job requires a willingness to take on responsibilities and challenges.
- Attention to Detail - Job requires being careful about details and thorough in completing work tasks correctly, accurately, and to a high professional standard.
- Drive For Results - Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.
- Ethics and Values – Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; is properly aligned with the City and Council's vision and values; acts in line with those values; rewards values that positively affect the organization while disapproving of others; practices what he/she preaches; functions well on teams by being collaborative; shares credit where credit is due; acts responsibly toward others and the greater good of the City; thinks independently and critically; practices self-management; maintains high performance standards.
- Integrity and Trust – Is widely trusted; is seen as a direct, truthful individual; can craft approaches (especially when in disagreement) likely to be seen as appropriate and positive; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain; displays loyalty by showing commitment to the organization and management; aligns personal and organizational goals.
- Dealing with Ambiguity – Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; functions well under stress and during periods of rapid change; serves as a change agent and champions change; is not upset when things are

up in the air; does not have to finish things before moving on; can comfortably handle risk and uncertainty; seeks information from appropriate sources.

MINIMUM REQUIREMENTS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business or administration, or a closely related field and one (1) year of responsible professional accounting experience in a public agency. Fund accounting experience is highly desirable.

OTHER QUALIFICATIONS

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Certification as a Certified Public Accountant in the State of California is desirable.

PHYSICAL CLASS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees work in an office environment with moderate noise levels and controlled temperatures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PRE-EMPLOYMENT

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting (A felony or misdemeanor conviction may disqualify the applicant from City employment).

PROBATIONARY PERIOD

All unrepresented City of Artesia employees are subject to a one (1) year probationary period provision as specified in the employee handbook. Probationary, temporary, provisional and seasonal employees serve at the pleasure of the City and are "At-Will." Represented and unrepresented employees are subject to the one (1) year probationary period provisions as specified in the applicable Memorandum of Understanding.

APPLICATION/SELECTION PROCEDURES

Visit the City website at www.cityofartesia.us. Submit by email to ashieh@cityofartesia.us or mail completed applications to: City of Artesia, ATTN: Accounting Manager Recruitment, 18747 Clarkdale Avenue, Artesia, CA 90701. Resumes will not be accepted in lieu of a completed application form. All applications will be reviewed in detail and only those applicants determined to be most qualified will be invited to participate in the selection process. The City reserves the right to post this job announcement on external recruitment sources upon the close of the final filing date.