
DEPARTMENT: Finance	SUPERVISED BY: Finance Director/Treasurer	FLSA STATUS: Exempt
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JOB SUMMARY:

The Accounting Manager is a senior technical finance position providing leadership under the general supervision of the Finance Director/Treasurer. The Accounting Manager utilizes full cycle accounting and government accounting expertise, which requires independent judgment to oversee multiple accounting and finance functions, involving technical tasks and problems, using finance and administrative guidelines. The Accounting Manager assigns, coordinates, provides technical and performance reviews and manages workload planning of Accounting staff. The Accounting Manager develops, evaluates and provides daily supervision to Accounting personnel. The Accounting Manager plans, directs, manages and oversees accounting activities and operations within the Finance Department.

The Accounting Managers responsibilities, as assigned by the Finance Director/Treasurer, may include but are not limited to the following:

- Prepare annual/biennial budgets and budget reports for the District and Alliance
- Prepare Comprehensive Annual Financial Reports (CAFRs) for the District and Alliance
- Coordinate annual State Auditor’s Office (SAO) audits for the District and Alliance
- Routine accounting functions for the District and Alliance (cash/investment management, debt management, accounts payable, payroll and accounts receivable)
- Coordinate efforts with other internal departments, regulatory agencies and regional partners to ensure accuracy of financial reporting. This includes providing monthly reports of District and Alliance financial activities to internal departments and Alliance member agencies
- Coordinate efforts with the Finance team to ensure excellent customer service delivery of utility billing, past due accounts management, cash receipting and permitting to District ratepayers

DISTINGUISHING FEATURES:

This is an exempt-level, supervisory and leadership position in the Finance Department and not part of a series. The Accounting Manager provides daily supervision and direction to Accounting staff in support of the goals and objectives of the Finance Department and the District, as well as ongoing support to the Finance Director/Treasurer. This position’s job involves a high degree of complexity, operating from a range of established and well-known procedures to supporting the Finance Director/Treasurer in developing and implementing new policies and objectives for the Finance Department. Work is frequently new and varied with decisions made within District and Alliance policy and interpretation of applicable laws and governmental guidelines. The Accounting Manager works with a significant degree of independence and receives general supervision from the Finance Director/Treasurer.

The Accounting Manager maintains the financial system of accounts and funds, analyzes financial and operating data, prepares forecasts and budgets, researches accounting interpretations and performs general ledger accounting, all in support of budgets preparation,

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CAFRs reporting, SAO audits and routine and ad-hoc management and Board reporting. The Accounting Manager supports the Finance Director/Treasurer in investing and monitoring District and Alliance funds, servicing and monitoring District and Alliance debt and monitoring financial policies. The Accounting Manager provides special project analysis and overall general assistance to the Finance Director/Treasurer. Work typically involves applying and communicating District and Alliance Accounting policies and practices, exercising initiative and judgment in distinguishing among variables and identifying the applicable and appropriate standards.

MINIMUM QUALIFICATIONS:

- Bachelor degree from an accredited college or university in Accounting and CPA license a plus **AND**
- Six years of increasingly responsible professional accounting experience, with governmental accounting experience a plus
- Two years responsibility supervising/managing employees, including recordkeeping, planning, training, assigning work and evaluating the work of others
- Demonstrated proficiency with computer accounting software systems and spreadsheet programs (i.e. Oracle, Tyler Technologies, Eden, SAP, Springbrook, etc.)
- Demonstrated knowledge of Generally Accepted Accounting Principles, experience with governmental entities and experience with governmental/proprietary fund accounting/budgeting a plus
- Demonstrated knowledge of budgeting, financial reporting and financial information technology systems and software
- Ability to understand and follow directions, effectively adjust to changing priorities, problem solve and multi-task, be decisive in taking actions and making decisions
- Ability to prepare and clearly present financial information to non-financial people
- Ability to effectively communicate with the public, co-workers, supervisors and subordinates
- Maintain a professional work environment
- Strong organizational and customer service skills

WORKING CONDITIONS:

Typical office environment. Requires strength and mobility for this setting, including prolonged sitting and use of computer. Corrected vision sufficient for use of computers.

TYPICAL DUTIES & RESPONSIBILITIES:

The duties listed below, while not all-inclusive, are characteristic of the type and level of work associated with this position. Individual positions may perform all or some combination of the duties listed below, as well as other related duties. The District reserves the right to add, modify or remove duties as appropriate to meet business needs.

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Accounting Functions.

- Develop, manage, maintain and use accounting systems to establish and maintain accounting procedures and controls for various accounting functions, including:
 - Accounts payable
 - Accounts receivable
 - Cash & Investments
 - Debt
 - Purchasing
 - Payroll
- Manage the preparation and required filing of the annual financial statements (Comprehensive Annual Financial Reports) and related management discussion and analysis, statement notes/disclosures and statistical data for a special purpose District and Alliance
- Manage the annual SAO audit process for both District and Alliance
- Manage and prepares the annual District budget
- Review and approve journal entries for entry into the general ledger
- Ensure that all accounts are properly reconciled and when needed initiates corrections and makes adjusting entries
- Approves or recommends changes to eliminate future reconciliation problems stemming from systems, processes, policies or procedures
- Interpret and apply laws, rules, regulations, fiscal policies and procedures to the functions of the position
- Manage the preparation of District expenditure, revenue, budget status and other monthly management and Board reports, including monitoring budget balances and bringing issues to light or proposes corrective action to the appropriate department manager
- Analyze financial issues and propose solutions consistent with available funds, policies, procedures and Generally Accepted Accounting Principles

Administration and Customer Service

- Maintain accurate records and logs of accounting activities performed
- Develop or assist in developing and updating Standard Operating Procedures
- Coach and inform staff on District requirements, professional procedures and technical information needed to provide consistent, quality products and services
- Respond to higher level inquiries about requirements, providing clear answers regarding technical information – often to non-technical staff and the public
- Acts as liaison between Finance and other departments to solve problems of differing interpretation and communication issues
- Recognizes, proposes and implements process improvements, including forms, policies and procedures, and automated tools

RELATIONSHIP WITH OTHERS:

The Accounting Manager has regular telephone and in-person contact with departmental and other District staff, other entities and public agencies, ratepayers and vendors to address non-

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standard questions on accounting policy and processes and to resolve accounting discrepancies or disputes. Responds to non-routine higher level inquiries from external and internal customers regarding District accounting related information, services or procedures.

SUPERVISION:

Exercised:

- Provides direction on the daily operations and activities of Accounting staff performing technical accounting functions within the District's Finance Department
- Develops and jointly sets individual goals for the Accounting staff
- Tracks, facilitates and supports Accounting staff and individual progress to ensure all goals are met
- Ensures that cross training and development of Accounting staff is effectively integrated into the work flow of the department
- Determines training needs and recommends training programs for new Accounting staff, and staff training on new procedures or operations
- Monitors work and vacation schedules and authorizes overtime to ensure appropriate staffing levels and efficient operation of Accounting functions
- Participates in interviews and recommends hiring of Accounting staff
- Performs mid-year and jointly annual evaluations of Accounting staff
- Supports problem and conflict resolution where necessary, including the initial development of employee disciplinary action as appropriate
- Ensures direct and indirect reports comply with all federal, state and District required safety programs and procedures
- Periodically checks the department's work place to identify and resolve safety issues and concerns

Received: The Accounting Manager works independently, and under the general guidance and supervision of the Finance Director/Treasurer. The Director typically reviews outcomes and gives advice and directions as needed.

SPECIAL REQUIREMENTS:

None listed.