

CITY OF SANTA ANA
JOB DESCRIPTION

JOB TITLE

Accounting Manager (MM)

JOB CODE

01120

DEPARTMENT

Finance and Management Services Agency

TITLE OF IMMEDIATE SUPERVISOR

Executive Director,
Finance and Management Services

JOB SUMMARY

Directs, establishes, coordinates and maintains general, cost and budget accounting systems in accordance with generally accepted accounting principles and legal requirements while providing suitable controls to safeguard the City's assets; and supervises and performs staff research activities related to City programs.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises, plans, schedules, assigns, reviews and approves work performed by division staff; trains and evaluates professional staff as needed.

Based on approved departmental budgets, City Council minutes, management directives, grant awards, contracts, etc., establishes, coordinates and maintains accounting systems to record and control the City's financial assets.

Coordinates financial audits and provides information and assistance to auditors.

Provides technical assistance to other operating departments on accounting and budgetary matters.

Coordinates staff research activities in conducting multi-year revenue forecasts and special studies to evaluate the performance, effectiveness and efficiency of City services in order to recommend improvements.

Provides technical advice and assistance to the Executive Director, Finance and Management Services Agency.

Performs other related duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years responsible professional experience, including one year at a supervisory level, with extensive exposure to the theory, principles, methods and practices of governmental accounting and budgeting. Graduation from an accredited college or university with a major in finance, accounting, municipal budgeting, public or business administration, economics or a related field, may be used in combination with experience and training which provides the following knowledge and abilities. A CPA is desirable.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Municipal finance, governmental budgeting, fund accounting, and program budgeting; cost accounting principles; municipal revenue sources; and Federal, State and local laws affecting municipal finance.

Ability to: Plan and supervise the work of professional and clerical staff; assemble, organize, analyze, interpret, and draw conclusions from factual information and present concise and effective oral and written presentations of research findings; exercise resourcefulness and tact in resolving budget problems; establish and maintain effective working relationships with staff, other City personnel, City officials and the general public.

DESIRABLE CHARACTERISTICS

The successful performer is a professionally competent team leader who works well with others and generates a feeling of trust and confidence. This team leader solicits the compliance of others with budget policy guidelines and accounting principles in a tactful and diplomatic manner, while demonstrating flexibility wherever possible. This person enjoys complex and challenging assignments which test the performer's analytical and financial management skills and orientation to detail.

ORGANIZATIONAL RELATIONSHIPS

EXECUTIVE DIRECTOR, FINANCE & MANAGEMENT SERVICES

Accounting Manager

Administrative Services Manager

Budget & Research Manager

Building Maintenance Superintendent

Corporate Yard Facilities/Fleet Services Manager

Information Systems Manager

Treasury Manager

Class title change from Accounting & Budget Manager (MM)
established per Council Resolution No. 2000-005, effective 2-1-00

ADA approved: 10/03

Revised: 10/03