



JOB TITLE:	<b>ACCOUNTING MANAGER</b>	DIVISION:	<b>DISTRICT - ACCOUNTING</b>
REPORTS TO:	<b>DIRECTOR OF ACCOUNTING</b>	EEO CATEGORY:	<b>02 – PROFESSIONAL</b>
FLSA:	<b>EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN FRANCISCO</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **Position Summary**

Under general direction of the Director of Accounting, supervises accountants and accounting clerical personnel involved in maintaining accounting and financial records; establishes accounting procedures and makes recommendations for system revisions to improve financial controls. This position is responsible for coordinating existing accounting and fiscal policies and procedures subject only to administrative control and direction; making regular contact with other departmental and division personnel, representatives of other agencies on fiscal and accounting matters; checking, preparing, and reviewing detailed and complex financial accounting; records, reports and accounting statements; responsibilities include the analysis and evaluation of complex financial data and other assignments as required.

### **Essential Responsibilities**

- Supervises accountants and accounting clerical personnel in maintaining a complete set of accounts for all Divisions of the District, cash receipts and cash disbursement records, ticket sales and accounting controls
- Assigns and reviews work of employees and establishes procedures to accomplish this work and meet long term objectives
- Determines reasons for variances of actual expenditures and revenues to budget
- Reviews disbursements for proper account distribution, approvals and budget authorization
- Reviews financial statements for accuracy before final distribution
- Modifies chart of accounts and makes suggestions for revision to current systems to improve financial control
- Maintains running balances of District bank accounts and forecasts money needs to determine daily investments; reviews monthly investment list
- Monitor and review daily portfolio of investments
- Audits cash receipts journal and cash disbursements monthly to determine discrepancies in recording and coding
- Checks accounting controls for ticket sales and compiles monthly sales of discount ticket books; allocates revenues to Bridge, Bus and Ferry divisions
- Reads contracts to ensure payments are made in accordance with contract provisions and requirements



- Confers with Division Managers, their assistants and other employees regarding fiscal or accounting problems
- Reviews coding of cash disbursements
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Modern accounting principles and practices
- District policies, Memorandum of Agreement (MOU), and labor laws and regulations
- Occupational health and safety rules and working practices applicable to this position

### Ability to:

- Interpret complex rules, regulations and laws governing fiscal and accounting functions
- Analyze complex accounting and financial data and draw logical and sound conclusions
- Independently carry out difficult and complex accounting and auditing work
- Develop, install and maintain new and revised accounting procedures
- Use personal computers and effective software such as Lotus, Quattro Pro, data base, and word processing software
- Use a calculator by touch
- Establish and maintain cooperative work relationships with District Staff, the general public and outside governmental agencies in the course of work
- Communicate effectively orally and in writing
- Organize and prioritize work to meet critical deadlines

## Minimum Qualifications

### **Education and/or Experience:**

#### **A combination of college level training and position related experience equivalent to:**

- Four year degree with major course work in accounting, finance, business administration or related field. Additional recent qualifying experience may be substituted on a year-for-year basis in lieu of a degree.
- Five years' recent full-time position related experience in accounting or a related field.
- Three years' supervisory experience in accounting.
- Experience in public agency, governmental or non-profit accounting desirable.



**Required License:**

- Desirable to possess and maintain a current, valid California driver's license and satisfactory driving record - position occasionally travels to other District offices and to meetings using District vehicles

**Physical Requirements:** Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.