



DEFINITION

Under administrative direction from the Director of Finance, provides leadership, plans, organizes, directs, and manages the accounting department and all accounting responsibilities and related financial support services including cash and investment management; through subordinate supervisors, plans, schedules, directs, coordinates, and reviews the work of professional support staff in the preparation of the District's financial statements, payroll, accounts payable, accounts receivable, and all other accounting functions; responsible for all treasury functions and prudent handling of cash and investments; prepares reports and analyses of financial issues for consideration by senior management or the Board; serves as primary liaison person with external auditors during the annual review; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Accounting and Treasury Manager is a single-position mid-manager classification. Under administrative direction, within a framework of overall goals and objectives, the incumbent is responsible for the direction, management, accuracy, and completeness of all accounting and treasury activities, development of strong internal controls and integration of a wide range of complex financial service functions and activities including: managing the accounting department and all accounting functions within GASB, legislative, and District guidelines; managing the treasury functions; strategic and long-range financial forecasting, financial and management analysis, and departmental business process and system reengineering studies. Responsibilities are broad in scope and require leadership and independent judgment on issues that are complex, interpretive, and evaluative in nature.

This classification is distinguished from other managers within the District by the specific responsibility for managing the staff and activities of the accounting function and related financial support services. This classification is distinguished from the Director of Finance in that the latter is a department head with overall responsibility for directing District-wide finance and related administrative support services and provides direction to this classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Responsible for the accuracy and completeness of all work produced by general accounting personnel in the areas of accounts payable, payroll, miscellaneous accounts receivable, job cost and fixed assets, journal entries, and maintenance of general ledger accounts; oversees financial reporting in accordance with current General Accounting Standards Board (GASB) guidelines, accuracy of all tax, payroll and benefits, and CalPERS reporting calculations and submittal of payments in compliance with established deadlines; ensures adherence to established internal control practices and procedures.
- Serves as primary liaison person with external auditors during the annual review of District financial records and activities and ensures accurate development of the Comprehensive Annual Financial Report.

- Provides financial information and accounting and financial support to others in connection with purchasing and inventory control, rates and charges analyses, tax law changes and compliance, payroll and benefits changes and compliance, analysis of the liability insurance program, and other financial information and analysis for other District issues and programs as required.
- Manages and understands use of the financial software system and recommends system configurations changes and/or modifications to improve performance or ease of use and to ensure the integrity of the system; understands and guides others on the logic of interfacing software and instructs them on how to reconcile financial data and transactions between software systems.
- Ensures compliance with District investment policy and annually reviews and improves investment policy; manages all treasury functions including cash and investment management procedures and develops strong cash internal controls to ensure prudent liquidity to cover the current and future financial obligations of the District; tracks investment activities and performance and remains alert to current investment and economic conditions and manages the investment portfolio to minimize risk under adverse conditions; ensures adherence to State investment laws and establishes practices to manage overall investment risk.
- Oversees debt service payments and financial transactions to ensure that outstanding debt and related reserves and financial transactions, are in compliance with annual reporting requirements of the District, and any associated debt financing entity.
- Produces monthly financial statements and cash flow; monitors information for financial issues and communicates problem areas promptly; ensures monthly journal entries cover monthly activity and prevents all adjusting entries being delayed until the end of the year; maintains chart-of-accounts to ensure effectiveness and efficiency and the integrity of the levels of detail.
- Reviews and improves the District's financial policies on an annual basis; reviews and improves financial administrative guidelines and recommends new financial policies and administrative guidelines as required.
- Stays current on legislative and tax changes and the GASB guidelines and makes recommendations on policy or procedural changes based to ensure compliance with changes identified and implements policy and procedural changes as needed
- Monitors, reviews, and improves procedures for improvements to internal controls and efficiencies with special attention to cash handling in customer service, investment handling, payroll, and accounts payable.
- Responsible for ensuring all aspects of investments, banking, and investment resolutions and agreements, reimbursements, and payments are in strict compliance with GASB, Board directives, and other applicable laws and tax rules.
- Recommends business process changes to cross-functional management peers to achieve improved joint performance efficiencies; implements business process changes and measures performance.

- Interviews and hires new staff; plans and evaluates the performance of supervisors and staff; establishes performance requirements and personnel development targets; regularly monitors performance and provides coaching for performance improvement and ongoing development.
- Prepares the annual budget request for the division; estimates staffing, materials, services, and equipment needs based upon recent trends and planned activities; monitors expenditures after budget adoption and approves purchase requisitions.
- Develops deep knowledge of the functions of each finance department and how business processes and data flows are interrelated; assists Director of Finance in critically thinking through change issues and develops and implements plans for change as needed.
- Contributes to big picture, strategic thinking and applies this to short-term and long-term planning.
- Performs other related work as required.

REQUIREMENTS

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

Education and Experience:

Possession of a Baccalaureate degree from an accredited college or university with a major in accounting, finance or a related field; and six (6) years of progressively responsible professional accounting experience using a computerized financial management system, including three (3) years of lead experience directing the work of others in the field and completion of at least 75% of the District's Leadership Skills Training Program. Supervisory experience strongly desired. One (1) year of supervisory experience may substitute for completion of the District's Leadership Skills Training Program. C.P.A. preferred.

If not previously completed, completion of the District's Leadership Skills Training Program is required following hire.

Knowledge, Skills, and Abilities:

Knowledge of: generally accepted accounting principles and practices (GASB); governmental and utility accounting requirements; modern principles and practices of effective employee supervision and personnel and program management; principles of effective leadership; current economic conditions and forecasting techniques; principles and practices of financial analysis and auditing; cost estimating methods and principles and procedures of budget preparation, control and administration; cash management techniques; prudent investment practices; principles and practices of payroll administration; electronic data processing principles relative to general, cost, payroll, accounts payable, and managerial accounting and the integration of data in an automated systems environment; pertinent state and federal laws and regulations and accounting standards applicable to the work of the division; safe work practices and the ability to identify workplace hazards and/or unsafe conditions and take appropriate corrective action; modern office practices,

methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: provide active leadership and effectively manage diverse accounting and financial management functions; be a critical thinker that thinks outside the box and plans and implements change initiatives; advise department manager on financial and accounting matters having District-wide impact; compile and analyze data; plan, assign, supervise, and review the work of subordinate staff; interpret and explain computer generated financial and accounting reports; understand and apply relevant laws and regulations; prepare clear and concise reports; perform the essential functions of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- A valid driver's license and a satisfactory driving record may be required.

Working Conditions/Physical Requirements:

The essential functions of this classification are performed in a controlled-temperature office and requires the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate a computer and other office equipment on a daily basis; speak and hear in person and on the phone; see sufficiently to perform assignments; and intermittently twist to reach equipment or supplies surrounding desk; and frequently lift or carry boxes of files and records weighing up to 20 pounds and occasionally up to 55 pounds..

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Approved: _____
Human Resources/Risk Manager