

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING MANAGER

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 05-19-2021

SUMMARY:

Assists in planning, directing, managing, and overseeing the activities and operations of the Administration Department including general accounting, grant accounting, budgeting, purchasing, utility billing, centralized cashiering, and treasury functions and services; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Director of Administration. Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for professional accounting and fiscal work; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to the assigned area of responsibility.

SUPERVISION: Receives general supervision from the Director of Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee the accounting functions and ensure proper accounting treatment with Generally Accepted Accounting Principles (GAAP) according to the Government Accounting Standards Board (GASB);
- Establish and maintain financial policies to ensure proper accounting treatment and consistency;
- Develop and implement divisional goals, objectives, policies and procedures;
- Plan, organize, direct and coordinate accounting activities including financial reporting systems, audits, cash and investments, accounts payable/receivable, payroll, grants, capital assets, and bond financing and monitoring activities;
- Direct, oversee and participate in the development of the Administration work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;

- Assist in District budget development; assist in budget implementation; administer approved budget; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services for the District.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department;
- Develop, monitor, and review complex financial calculations, reconciliations, and reports of the District's financial data;
- Ensure that internal controls are proper and operate efficiently and suggest improvements to internal controls as processes change;
- Oversee and manage the District's accounting operations including financial record keeping and reporting methods, control systems, and related internal and external audits; manage and coordinate the District's financial reporting, including the Annual Financial Report; coordinate the preparation and maintenance of the District's accounting structure including the chart of accounts;
- Manage the Administration division expectations for year-end close and complete all detailed schedules and information to ensure the external audit is completed accurately and on schedule;
- Review and analyze Community Facility District and District bond structures, including procedures for issuance and re-payment; determine future value/cost of money and indebtedness and make related recommendations; oversee bond activities and required disclosures; oversee cash management and support investment activities;
- Participate in and oversee District-wide enterprise resources planning system; manage and implement upgrades to the system. Participate in the implementation of new systems and collaborate on decisions regarding the integration and proper accounting treatment of transactions from secondary systems;
- Ensure the financial processes and procedures are efficient and effective and suggest improvements when necessary;
- Research and prepare technical and administrative reports; prepare written correspondence;
- Build and maintain positive working relationships with District employees and the public using principles of good customer service;

- Perform related duties as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge of:

Principles and practices of public agency financial management including general and governmental accounting, fund accounting, general ledger accounting, payroll, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

- Principles and practices of automated financial systems.
- Principles of governmental budget preparation and control.
- Revenues and expenditures of the District for cash flow projections.
- Principles and practices related to the processing of payroll information, computerized payroll systems, and maintenance of payroll records.
- Pertinent laws, rules, and regulations related to payroll.
- Debt financing and accounting.
- Public fund investing principles and practices.
- Principles and procedures of record keeping.
- Principles of business letter writing and report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Assign, review, plan coordinate and guide the work of other employees: evaluate the work of employees and assist in the preparation of performance evaluations; promote staff development; train staff and analyze problems
- Examine and verify financial documents, reports, and transactions.
- Prepare a variety of budgets, financial statements, reports, and analyses.

- Analyze, post, balance, and reconcile financial data, ledgers, and accounts.
- Analyze and draw conclusions from financial data.
- Interpret financial data and recognize accounts that need detailed investigation.
- Oversee and coordinate District payroll processing.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Participate in the preparation and administration of assigned budgets.
- Prepare clear and concise reports.
- Analyze complex issues, evaluate alternatives, and reach sound conclusions.
- Manage multiple projects simultaneously and be sensitive to changing priorities and deadlines.
- Plan and organize work to meet changing priorities and deadlines.
- Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the District.
- Work collaboratively and cooperatively with other departments, District officials, and outside agencies.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Interpret, explain and apply laws, rules, regulations, and ordinances related to payroll.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective professional working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

The following combination of education and experience providing the required knowledge and abilities is qualifying:

Education

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field. A Master's degree in Accounting or Business Administration or Public Policy and Administration is highly desirable.

Possession of an active Certified Public Accountant (CPA) license.

And

Three (3) years of administrative and supervisory responsibility.

LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS:

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 and over the telephone.

Standing in and walking between work areas is frequently 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 frequently bend, stoop, kneel, and reach to perform assigned duties, as well as 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 up to 25 pounds with the use of proper equipment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made on a case-by-case basis to enable individuals with disabilities to perform the essential functions.

Employees work in an office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The noise level in the work environment is usually quiet.