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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

1/10/12
Revised

TITLE: ACCOUNTING MANAGER/CONTROLLER
ACCOUNTING MANAGER/CONTROLLER (NON-CLASSIFIED)*

DEFINITION

Under general direction, to plan, direct, and supervise the personnel and general administrative activities of the Accounting Division, including maintenance of general and subsidiary ledgers, accounts receivable systems, accounts payable, treasury, and payroll sections; to assist with the preparation of the City's annual budget, capital improvement program and administration of the City's debt portfolio; to provide accounting services and instruction to other City departments; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

*Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

REPORTS TO: Assistant Finance Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director and Assistant Finance Director.

Exercises general supervision over Accounting Division Supervisors and other professional, paraprofessional, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of goals, objectives, policies and procedures, particularly as they relate to accounting, finance, personnel administration and public information programs.
- Plan, organize and supervise the work of professional and clerical subordinates in the maintenance and integration of the automated accounting system, including year end closing.
- Maintain a general accounting system for the City government and each of its offices, departments and agencies.
- Maintain the records of current inventories of all property of the City by all City departments, offices and agencies.
- Review, analyze and recommend improvements to accounting, reporting, and recording methods and procedures which must enable the City to meet State Controller's and GAAP guidelines.
- Supervise and be responsible for the disbursement of all moneys and have control of all expenditures to ensure that budget appropriations are not exceeded; audit all purchase orders before issuance; audit and approve, before payment, all bills, invoices, payrolls, demands or charges against the City government and, with the advice of the City Attorney, when necessary, determine the regularity, legality and correctness of such claims, demands or charges.

- Supervise and coordinate the implementation of new accounting procedures and GAAP pronouncements.
- Assist in development, justification and administration of divisional and departmental budgets and accounts.
- Provide information regarding budgetary status of all City funds and accounts.
- Submit to the City Council through the City Manager a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the City; and, as of the end of each fiscal year, submit a complete financial statement and report.
- Supervise external audit activities, analyzing audit steps and progress.
- Prepare financial statements for both the City and components units; meet provisions of federal requirements, including the Single Audit Act, various grants, and other reports.
- Supervise the research and analysis of departmental and divisional fiscal, administrative, personnel and operational activities.
- Participate in data processing procedures related to automated accounting systems or those systems that affect the general ledger. Provide necessary testing and support to determine that automated systems are performing appropriately.
- Perform the annual Appropriations Limit (Gann Proposition 4) calculations derived from City and State data.
- Respond to citizen inquiries and complaints regarding accounts payable and a variety of other accounting and budgetary matters.
- Coordinate accounting related activities with other City departments, divisions, and sections and with outside governmental and community agencies.
- Supervise, train, and evaluate subordinate professional, technical and clerical staff.
- Advise the Finance Director of financial implications and fund availability of items in Council reports.
- Participate in negotiations and meetings with outside individuals such as consultants or private service providers.
- Review legislation and accounting and/or recording pronouncements affecting the City or any component units.
- Assist in the administration of the City's debt portfolio.
- Assist with the preparation of the City's annual budget and capital improvement program.

QUALIFICATIONS

Knowledge of:

- General and fund accounting principles and practices.
- Theories, principles and practices of financial administration, budgeting, reporting, financial planning and internal and external auditing.
- Applications of automatic data processing to accounting and related practices, including the use of computers and related software.

- Principles and practices of organizations, administration and personnel management.
- Management and research techniques and procedures and methods of report presentation.

Ability to:

- Plan, organize, supervise and review accounting administrative, financial, budgeting and accounting related activities.
- Communicate clearly and concisely, orally and in writing.
- Assess, develop, revise and install automated and manual accounting systems and procedures.
- Analyze a variety of administrative problems and develop effective solutions.
- Prepare financial statements and reports from the City's comprehensive annual financial report to individual activity reports.
- Select, supervise, train and evaluate subordinate professional, technical and clerical staff.

Education and Experience:

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

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a closely related field. Certified Public Accountant designation and/or a Master's degree in Public Administration, Business, Finance, or Accounting are highly desirable.

Experience: At least five years of professional experience in government accounting, including at least one year in a supervisory capacity and experience preparing financial statements.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Accounting Manager/Controller

TO: Assistant Finance Director