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8321 (NC)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**

06/91  
Revised

**CLASSIFICATION SPECIFICATION**

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**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, utility billing and accounts receivable systems, fees and charges, accounts payable, and payroll sections. To provide accounting services and instruction to other City departments; to maintain budgetary controls; to audit financial records and assist in the development and installation of new accounting systems; and to perform related work as required. \*This classification is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**DISTINGUISHING CHARACTERISTICS**

**REPORTS TO:** Finance Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Finance Director.

Exercises general supervision over Accounting Supervisor and 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.
- 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 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.
- 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.
- \_ Supervise and coordinate with other City departments the fees and charges program.
- \_ Review detailed procedures and data to determine that the fees and charges are adequately supported.
- \_ Respond to citizen inquiries and complaints regarding utility billing, 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, including the status of the General Fund Contingency Reserve.
- \_ 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.
- \_ Serve as Acting Finance Director as assigned.

## **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 personal 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, Certified Managerial Accountant and/or certified Internal Auditor designations and a Master's degree desirable.

Experience: At least five years' progressively responsible supervisory and administrative experience in governmental or commercial accounting work, preferably related to local governmental accounting, payroll, and accounts receivable or utility billing.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Accounting Manager/Controller

**TO:** Finance Director