



Town of Danville

ACCOUNTING MANAGER

DEFINITION

To participate in the operations of the accounting, treasury and budgetary functions of the Town; to assist in the implementation and monitoring of accounting and budgeting systems, policies and procedures; and to provide complex technical staff assistance to management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Finance Director/Treasurer.

Exercise technical supervision over accounting personnel.

ESSENTIAL JOB DUTIES

- Oversee all functions of the Finance Department, supervise the Accounting Analyst and Accounting Technician.
- Participate in the proper identification, coding and costing of financial transactions from source documents to the general ledger; ensure each transaction is entered properly into the accounting system and segregated to the correct fund, activity and account; identify and correct errors.
- Assist in the annual audit; prepare audit schedules for external auditors; prepare and file comprehensive annual financial statements (CAFR) , Community Development Agency and Public Financing Authority for the town and other audits as required; act on recommendations made in audit reports.
- Assist in the development and refinement of accounting systems and procedures.
- Generate computerized management reports detailing all financial transactions; develop customized reports utilizing the automated report writing system.
- Capital improvement contract management and project accounting - maintain project records by preparing appropriations, changes and other budget adjustments.
- Assist in Town's cash and Treasury management.
- Grant accounting - monitor Town's grant policy requirements and communicate compliance issues with Project Managers and Finance Director.
- Process Town's Assessment District Bonds payment and answer general information.
- Perform professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting and auditing.
- Assist in the preparation, analysis, and review of reimbursements, expenditures, fund condition, or other budgetary accounts.

- Analyze and reconcile expenditure and revenue accounts, including trustee accounts and investment reports.
- Verify financial reports and statements, and accounts and records of expenditures.
- Maintain general ledger and reconcile detailed accounts to general ledger controlling accounts.
- Reconcile bank statements; make wire transfers and journal funding transfers.
- Answer a variety of inquiries and provide information regarding the assigned Finance Department activities. Provide technical expertise to user departments regarding the financial system, budget questions, proper expenditure coding, document processing, laws and regulations, and other accounting related activities.
- Perform duties within OSHA standards.

OTHER DUTIES

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Governmental budgeting, accounting, auditing principles and practices.
- Principles of financial administration, including reporting procedures.
- Computer systems and applications.

Ability to:

- Examine and verify financial documents and reports.
- Conduct financial analyses and prepare fiscal reports.
- Interpret appropriate rules, regulations and contracts.
- Communicate effectively in both oral and written form.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

A 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:

Experience:

Three years of experience performing standard to complex accounting duties.

Education:

Possession of Bachelor's Degree from an accredited college or university in accounting, business administration or public administration.

LICENSE/CERTIFICATION
Valid California Driver's License.

Updated: January, 2012