City of Inglewood Job Description
Class Code: 825

ACCOUNTING MANAGER

DEFINITION

Under general direction, manages staff responsible for payroll, accounts payable, accounting, financial reporting and coordination of audits and inquiries by various funding and regulatory agencies and assists with the operations associated with finance for the City.

ESSENTIAL FUNCTIONS

This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Manages workflow of a division and functional area of the Finance Department including, payroll, accounts payable, accounting, financial reporting and auditing; provides instructions and guidance to staff in performing tasks; reviews and approves accounting transactions and reports including journal entries, wire transfer requests, bank reconciliation and grant reports; oversees completion of accounts payable and wage related payments.

Assists in the preparation and issuance of financial reports, financial statements and other information to City departments and agencies; assists in interviewing and recommending hires for new prospective employees; prepares and approves performance evaluations for assigned staff; supports implementation of disciplinary action for subordinate staff; assists in the enforcement of financial policies and procedures; monitors revenue and accounting data.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public finance and accounting

Knowledgeable of management and/or supervision principles

Knowledgeable of bookkeeping and/or accounting principles

Knowledgeable of personal computer hardware and software

Skilled in interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public finance and accounting.

Skilled in assessing and prioritizing multiple tasks, projects and demands

Skilled in working within deadlines to complete projects and assignments

Skilled in providing and following oral and written communication

Skilled in establishing and maintaining effective working relationships

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in office environment. Work may require frequent standing, walking and bending. Incumbents maybe exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Bachelors degree in Finance, Accounting or related field, **AND** five (5) years experience in experience in public finance administration, accounting or banking including two (2) years at a supervisory level.