



SOUTHGATE RECREATION & PARK DISTRICT

Job Description

Accounting Manager

Application screening begins July 14, 2021

Under direction of the Administration Manager, plans, organizes, and directs the accounting and business services of the District. Performs responsible, professional level work in accounting, budget, finance, office management and related business services. Personally, performs skilled work in carrying out duties. Supervises administrative staff.

ESSENTIAL FUNCTIONS

Plan, organize and direct the activities and operations of District accounting records, accounts payable, accounts receivable, purchasing, contracting and payroll functions; develop, implement, maintain and oversee effective and accurate accounting systems; analyze and implement improvements in the District's internal accounting controls.

Prepare and present complex financial reports, statements and schedules including cash flow, debt service and trust accounts; capital improvement plans, prepare and maintain a variety of other reports, records and files related to assigned activities and personnel.

Maintain the general ledger and subsidiary ledgers of District funds.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; plan, organize, assign and review the work of administrative staff, including preparation and processing of journal entries, cash receipts, bank reconciliation, purchasing, account payable, payroll and other transactions.

Coordinate year-end closing activities and participate in the audit of the official financial records of the District.

Provide technical expertise, information and assistance to management regarding assigned functions; participate in the formulation and development of policies, procedures and programs as requested.

Negotiate and administer contracts including construction, grants, and services. Follow public contracting and procurement requirements.

Administer assessment districts including preparation of resolutions, directing and reviewing the work of consultants, preparing financial summaries, and filing of reports.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Maintains a working knowledge of all financial system computer software applications including spreadsheets, word processing, presentations, timekeeping, retirement system reporting, and

general ledger integrated reporting systems. Uses these programs to perform general accounting duties, payroll, including entering, viewing, adjusting, and reporting financial data.

Attend and conduct a variety of meetings as assigned. Make presentations to the Board of Directors and others.

Follows oral and written instructions

Maintains office area in a neat and orderly condition.

Works harmoniously and cooperatively with fellow employees and the public

ADDITIONAL RESPONSIBILITIES

Other duties as assigned.

MINIMUM REQUIREMENTS

Knowledge of and Skilled in:

- Planning, organization, and direction of the accounts receivable, accounts payable, payroll, purchasing and accounting functions.
- Generally accepted accounting principles, governmental accounting standards, internal controls, best governmental business practices, and other professional practices and standards.
- Regulations and reporting requirements pertaining to municipal financing, budgeting and investing.
- Payroll laws, rules, regulations, practices, and procedures.
- Financial and statistical record-keeping and report preparation techniques.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Public contracting and procurement requirements
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Modern office practices, procedures, and equipment.

Ability to:

- Plan, organize and direct the activities and operations of District accounting records, accounts payable, accounts receivable and payroll functions.
- Train and supervise the performance of assigned personnel.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction
- Prepare and maintain comprehensive reports.
- Maintain consistent, punctual, and regular attendance.
- Establish and maintain positive relationships with the public and other employees; represent the District in a professional manner.

- Deal courteously and tactfully with the public; analyze situations, prioritize tasks, and have flexibility, perform mathematical calculations accurately; read, write and speak the English language at a level necessary for efficient job performance

Physical Requirements: Mobility and dexterity to work in a standard office environment with frequent use of a computer workstation with keyboard; frequent sitting, standing and walking; occasional bending or squatting, use of standard office equipment and attend off-site meetings. Speech and hearing to communicate in person and by telephone. Vision to read handwritten and printed materials and a computer screen. Strength and agility to lift and carry items weighing up to 20 pounds. Candidate is required to take and pass a physical examination.

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor's degree in accounting, finance or related field and four years increasingly responsible professional accounting experience including one year of supervisory experience.

CERTIFICATES AND LICENSES

Valid California Driver's License is required. Insurable under District policy.

COMPENSATION

Salary range is \$7,728- 9,863 per month, depending on qualifications. Benefits include personal time off, holidays, health, dental, and life insurance and retirement programs.

STATUS

Full-time; Exempt.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. The incumbent may be required to follow any other instructions, and to perform any other related duties.

Southgate Recreation and Park District is an Equal Opportunity Employer. Applicants will be considered on the basis of their qualifications without regard to race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, genetic information, sexual orientation or pregnancy.