

CLASS SPECIFICATION
Accounting & Financial Services Manager
Code Number: _____

GENERAL PURPOSE

Under policy direction, plans, organizes, manages, directs and participates in the work of staff engaged in performing professional accounting duties in the analysis, preparation and maintenance of financial records, statements and reports; provides expert professional assistance to Commission management on financial, accounting and related matters; performs difficult and complex accounting analyses; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing and integrating broad financial and accounting services for the Commission. The incumbent plays a key role with other executives in ensuring the fiscal integrity and sound, prudent financial operations of the Commission in compliance with all applicable federal, state and local funding and program compliance requirements. Assignments are broad in scope and require the application of seasoned, expert professional judgment in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Plans, organizes, controls, integrates and evaluates the work of the Fiscal Services section; with staff, develops, implements and monitors long-term plans, goals and objectives focused on achieving the section's mission and assigned priorities; supervises and participates in development of and monitors performance against the annual department budget; manages, directs and participates in the development, implementation and evaluation of plans, policies, processes, systems and procedures to achieve annual goals, objectives and work standards; with staff, establishes activity measures and measurements of accountability for the section; prepares reports to HUD and board reports and makes presentations before the Housing Commission and Housing Authority.

Plans and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; within Commission policy, provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Commission personnel policies and Memoranda of Understanding.

Provides day-to-day leadership and works with supervisors and staff to ensure a high-performance, customer service-oriented work environment that supports achieving the department's and the Commission's mission, objectives and Core Values.

Develops and directs the implementation of goals, objectives, policies and standards for the Fiscal Services section, including accounting, payroll and accounting support functions; provides professional assistance to Commission executives, department managers and others on finance and related matters; provides comprehensive financial management services and solves a broad range of complex accounting and finance problems; prepares revenue and expenditure projections and analyzes expenditure proposals.

Directs, manages and reviews the work of employees preparing and processing accounting transactions, making journal entries and reconciling general ledger and subsidiary records and accounts, establishing Auditor's Certificates, reconciling accounts, records and bank statements, maintaining cost accounting records and reports and preparing monthly, quarterly and annual financial statements, schedules and footnotes; performs the final review of financial statements and attends board meetings to provide explanations and answer questions; reviews and approves periodic financial reports to multiple funding agencies; oversees the draw down of federal funds; directs and participates in the year-end closing process, including the review of all Commission funds; directs completion of the Commission's annual outside audit; works with audit personnel and staff to ensure responses are complete, well documented and provided in a timely manner to facilitate efficient audit completion; directs and oversees response to and implementation of audit findings and recommendations.

Directs and manages the work of employees responsible for high volume accounts payable and receivable functions and for the Commission's payroll function.

Establishes and maintains internal control procedures and ensures control procedures and accounting standards are met; manages and directs the streamlining and maintenance of the Commission's complex Chart of Accounts.

Monitors developments related to finance, accounting and related administrative matters and evaluates their impact on Commission operations and financial programs; recommends policy and procedural improvements.

OTHER DUTIES

With other Fiscal Services and Information Systems staff, plays a key leadership role in evaluating, enhancing and implementing new and modified finance, accounting and related computer systems; monitors and manages project progress and completion; supervises and participates in redesign and reengineering of Commission and department work processes and procedures to achieve compatibility with system operations and requirements; oversees system testing and conversion processes to ensure system installation objectives and requirements are met.

Performs specialized and complex special projects and studies as assigned; prepares reports and correspondence associated with such projects and studies to HUD and other entities; makes presentations to management, the Commission and other agencies and organizations.

Serves as authorized check signer for both the Commission and the San Diego Housing Development Corporation.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial and internal control and reporting; principles and practices of cost and fixed asset accounting; internal control and audit principles and practices; Accounting Standards and requirements applicable to Commission operations; principles and practices of public agency budgeting; federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; Commission operations and functions and associated financial management and reporting issues; principles and practices of public administration, including budgeting, purchasing and maintenance of public records; research methods and statistical and financial analysis techniques; organization and functions of a public board; principles and practices of computer-based financial and accounting systems, including the Commission's automated general ledger system; principles and practices of effective management and supervision; the Commission's administrative regulations, personnel policies and Memoranda of Understanding.

Ability to:

Analyze and make sound recommendations on complex financial data and operations; plan and direct a variety of financial programs and activities; evaluate financial programs and procedures, establish sound systems of internal control and make recommendations for improvement; perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations; understand, interpret, explain and apply Commission, local, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility; present proposals and recommendations clearly, logically and persuasively in public meetings; represent the Commission effectively on a variety of issues; prepare clear, concise and comprehensive financial statements, correspondence, reports, studies and other written materials; exercise sound, expert independent judgment within general policy guidelines; understand, improve and accurately apply the Commission's Chart of Accounts; establish and maintain effective working relationships with all levels of Commission management, outside auditors, officials of other governmental agencies, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledges, skills and abilities outlined above is graduation from a four-year college or university with a major in finance, accounting, business administration, or a closely related field; and eight years of progressively responsible finance and accounting

experience, at least three of which were in a management or supervisory capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Certificates; Licenses; Special Requirements:

License as a Certified Public Accountant or equivalent professional licensure is required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand and to regularly lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work with a high degree of accuracy on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions and interact with Commission management, staff, outside auditors, officials of other governmental agencies and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.