

HOUSING AUTHORITY
of the
COUNTY OF CONTRA COSTA

Approved: 07/99
HACCC.M14

Reviewed: 00/00/00
Revised: 00/00/00

ACCOUNTING MANAGER
(FLSA Exempt)

DEFINITION/PURPOSE:

Supervise the financial accounting and reporting within the General Ledger Accounting Section of the Finance Department. Perform various difficult and complex accounting assignments, including the Authority treasury function, and supervise the technical and clerical personnel of the Section. Provide technical assistance and periodic reporting to the Director of Finance.

DISTINGUISHING CHARACTERISTICS:

This single position management classification requires full competency in all aspects of housing authority fiscal management and familiarity with generally accepted accounting principles, and is responsible for performing the treasury function of the Authority. It provides all Accounting Section supervision. It differs from all other classifications in that it is solely responsible to the Director of Finance for the supervision, preparation, and maintenance of the general and subsidiary ledgers of the Finance Department, as well as the accuracy and accounting controls at the housing project level.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the direct supervision and general administrative direction of the Director of Finance, with significant independence.

Provides direct general supervision to the assigned technical and clerical personnel of the General Ledger Accounting Section.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Plan, assign, train, and evaluate the accounting and clerical work of subordinates.
- Responsible for the timely and accurate preparation of all financial reports issued by the Finance Department.
- Responsible for the timely and accurate preparation of all requisitions for funds.
- Performs treasury functions to control banking, investments, and coordination of deposits and disbursement to funding sources.
- Maintain records of contracts, insurance and inventories.

- Determine legality of payment, codes all expenditures.
- Undertake special assignments as directed by the Director of Finance.
- Supervise the preparation of and prepare monthly financial status reports.
- Respond to and resolve issues pertaining to Section programs. Inform Director of Finance, in a timely manner, on necessary actions, problems or requirements.
- Serve as a policy and program advisor to the Director of Finance regarding management and operations issues and other department-wide matters.
- Assist in the development of department policies and procedures implementing Federal, State, and local directives and statutes and other Authority programs; and, as applicable, procedures for department activities and programs.
- Review and prepare comments on proposed Federal, State and local regulations and their prospective impact on department and authority programs. Suggest alternative courses of action, as applicable.
- Research and prepare draft comments for the supervisor on proposed Federal, State and local regulations and their prospective impact on authority budgetary programs. Suggest alternative courses of action, as applicable.
- Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of departmental work. Hold and conduct regular staff meetings, to include the communication of and training in Authority policies.
- Responsible for section employee training, motivation, supervision, and evaluation. Recommend salary increases with the consent of the Director of Finance and take disciplinary action as necessary and authorized. Approve leave requests and time cards.
- Assist the Director of Finance in the selection of department staff. Delegate duties to subordinates.
- Make verbal reports and presentations to the Board of Commissioners and other bodies. Prepare resolutions for Commission review and approval.
- Make verbal reports and presentations to the Board of Commissioners and other bodies, as requested, in the absence of the Director of Finance..

OTHER JOB FUNCTIONS:

- May represent the Authority at public meetings and conferences.
- May act for the Director of Finance, as required.
- May receive assignments in budget analysis and internal auditing.
- May assist in the preparation of budgets, as assigned.
- Perform related duties as assigned.

SPECIAL REQUIREMENTS:

Knowledge of – Principles and practices of governmental accounting and budgeting, and laws and regulations applying to accounting operations regulated under HUD. Cost accounting. closing and reconciliation responsibility and HUD accounting systems. Principles and practices of supervision, training, and evaluation; principles of computerized accounting and information systems. Principles and practices of budget development and administration, and personnel practices and administration. Public housing laws, program and agency rules, regulations, standards and programs.

Ability to – Plan, organize, assign, direct, and coordinate the work of subordinates in a manner conducive to full cooperation. Maintain confidentiality. Prepare audit trails. Analyze and interpret financial and accounting records, prepare financial statements, reports, and analyses in accordance with accepted accounting principles. Design and install new and improved accounting and record keeping systems, Effectively utilize accounting and record keeping systems, including computerized systems. Comprehend and interpret complex rules, regulations and laws. Establish and maintain effective working relationships with others. Communicate complex ideas clearly and effectively both orally and in writing; and speak effectively before groups. Operate a personal computer using various Windows-based applications programs.

Licenses and Certificates – None required.

California Driver License - Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance carrier.

Physical Abilities and Work Environment – Must have the ability to drive an automobile, sit for lengthy periods of time, climb, stretch, bend, and operate keyboard equipment. A majority of work is conducted in a standard indoor environment.

Other – Provide and annual Statement of Economic Interest

- Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.

- Will be required to take a pre-employment physical examination.

- Be bondable.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience – Four (4) years of increasingly responsible experience in accounting (preferably government accounting), including at least two (2) years of supervisory experience in that setting.

Education – Possess a Bachelors Degree, or two full academic years training, from an accredited college or university with a major in accounting, business administration, public administration, or a closely related field. Experience of the type indicated beyond the stated requirements may be substituted for the required education on a year for year basis, up to a maximum of two years. Possession of a Bachelor's Degree from an accredited college or university in one of the related fields may be substituted for one year of required experience. There shall be no substitution for supervisory experience.

