



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
ACCOUNTING MANAGER**

**DEFINITION**

Under administrative direction, plans, coordinates, supervises, and performs central functions of accounting for the City Finance Department. Assists in developing and implementing budgeting processes and to evaluate, develop and implement manual and automated accounting systems and procedures; may serve as acting department head during the absence of the Director of Finance; and performs other tasks as required.

**SUPERVISION EXERCISED AND RECEIVED**

The Accounting Manager reports to and receives assignments from the Director of Finance or his/her designated assistant.

May serve as acting department head in absence of Director of Finance.

Supervise and evaluate the work of subordinate accounting and clerical staff.

**IMPORTANT AND ESSENTIAL DUTIES**

1. Manages and supervises accounts receivable, accounts payable, and payroll operations.
2. Manages and supervises budget process, financial reporting, external audit, and general accounting operations.
3. Evaluate financial operations and functions of assigned responsibilities; recommend improvements and modifications; prepare various financial reports on operations and functions.
4. Develops, establishes and monitors financial systems controls.
5. Supervises, trains, and evaluates subordinate professional, technical, and clerical Finance Department staff.

6. Supervises and participates in the preparation of the Comprehensive Financial Report, State Controller Report and various financial statements, analyses and reports, including those required for other departments for State and Federal grants.

7. Participates in the development and implementation of goals, policies, and priorities relating to budget, accounting and reporting procedures, and implements new procedures.

8. Responds to requests for information and advises City Departments, governmental agencies and the public of the City's finance and accounting policies.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Principles and methods of accounting and auditing

Complex payroll operations and practices

Budget procedures and techniques

Government Accounting Standards Board (GASB) legal requirements

Principles and practices of supervision, training, and personnel management

Principles of Public Financial Management and Public Administration

Automated accounting systems, computer applications, and software.

Financial report writing

#### **Ability to:**

Prepare complex financial reports and analysis

Make complex mathematical computations rapidly and accurately

Interpret various financial reports, grants, and legal requirements pertaining to City finances.

Install accounting systems

Supervise, train, and evaluate the work of subordinate staff.

Communicate clearly and concisely, both orally and in written form.

Identify and recommend financial needs and requirements.

Assist in preparation of City budget.

Work independently with minimal supervision

Provide financial information to various city departments, elected official, outside agencies, and general public.

Establish and maintain cooperative working relationships with those contacted in the course of work.

### **EXPERIENCE AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Five years (5) of progressively responsible, professional level experience in municipal accounting and financial work. These five years required experience to include two (2) years of responsible supervisory experience.

#### **Training:**

Bachelor's degree from an accredited college or university with a major course work in Accounting, Finance, Business Administration or related field.

#### **License or Certificate:**

Possession of, or ability to obtain, a valid State of California driver's license.

**Effective date: January 1993**