

Class Code
City of Anaheim
Class Specification

- I. CLASS TITLE: COMMUNITY DEVELOPMENT FINANCIAL ACCOUNTING MANAGER
- II. DEPARTMENT: Community Development/Administration
- III. CLASS DEFINITION:
- To manage, supervise, plan and coordinate activities and operations of the Financial/Accounting Section; provide highly responsible and complex technical staff assistance to the Executive Director of Community Development.
- IV. SUPERVISION RECEIVED AND EXERCISED:
- Receives direction from the Executive Director of Community Development.
- Exercises direct supervision over professional and clerical accounting staff.
- V. EXAMPLES OF ESSENTIAL JOB FUNCTIONS:
- Manages and coordinates organizational staffing and operational activities for the Financial/Accounting Section including maintenance of data and records; identifies resource needs and opportunities for improving service delivery methods and procedures; directs, coordinates and reviews work plans for providing financial and accounting services; assigns work activities and projects; monitors workflow.
- Coordinates financial/accounting services with internal and external staff agencies and organizations; coordinates and/or conducts varied accounting activities related to development and completion of financial reports and recording of data in accordance with Generally Accepted Accounting Principles; records and correctly classifies all revenues and expenditures; coordinates transactions with the Finance Department.
- Provides management with accurate and complete financial information, financial statements, variance reports and cash flow; monitors performance and effectiveness of customized, PC-based applications in support of Administration, Fiscal, Redevelopment and Affordable Housing Development; provides direction to Information Systems Planning Group; responds to recommendations; serves as liaison with Data Processing professionals; coordinates maintenance and enhancements to automated systems.
- Selects, trains, motivates and evaluates personnel; provides/coordinates staff training to ensure employees are knowledgeable and skilled in assigned areas; works with employees to correct deficiencies; implements discipline and termination procedures.
- Develops/administers the program budget; coordinates budget activities with other sections to ensure an accurate and complete department budget; forecasts additional funds needed for staffing, equipment, materials and supplies; directs the monitoring of expenditures and recommends adjustments as needed.
- Coordinates activities between outside auditors, bond counsel, financial advisors and other departments; prepares accurate and complete financial documentation and responds to audit inquiries; coordinates audit/bond activities with the City Treasurer, Finance Department and external or internal auditors.
- Participates in development and implementation of goals, objectives, policies and priorities of the work unit; recommends and implements policies and procedures; ensures operational compliance with Federal, State and local requirements and GAAP.
- EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:
- Prepares and presents staff reports and other necessary correspondence; provides responsible staff assistance to the Executive Director and program managers; researches complex technical issues and makes sound logical recommendations.
- Stays abreast of new trends, innovations and laws in the fields of accounting and auditing.

Performs related duties and responsibilities as required.

VI. JOB RELATED QUALIFICATIONS:

Experience: Extensive responsible management level experience in the area of fiscal and accounting operations to include bond financing and fund accounting.

Knowledge of: Operational characteristics, services and activities of a financial and accounting services program such as Redevelopment; pertinent Federal, State and local laws, codes and regulations; modern and complex principles and practices of finance and accounting including fund accounting, fiscal planning and management; principles of municipal budget preparation and control; operation and use of microcomputer hardware and software including spreadsheet and database applications, particularly in a Windows environment; principles of supervision, training and performance evaluation; Generally Accepted Accounting Principles; modern audit procedures; bond financing; and financial reporting requirements.

Ability to: Effectively manage and supervise a complex finance and accounting section; prepare and/or participate in the preparation of complex financial and accounting reports; provide management with accurate and up-to-date financial information for the department; supervise, train and evaluate the work of professional, technical and clerical personnel engaged in financial accounting activities; interpret and explain City and departmental financial, fiscal and accounting policies and procedures; administer contracts for financial, economic feasibility, data processing, finance and audit services and evaluate the effectiveness of services provided; analyze and evaluate financial methods and procedures; communicate clearly, concisely and effectively, both orally and in writing with all levels of management inside and outside the department; analyze, evaluate and modify Community Development financial methods and procedures and make effective and appropriate recommendations including implementation strategies; effectively participate in bond financing activities; establish and maintain effective working relationships with City and other government officials, community groups, the general public and all others contacted in the course of work.

Desirable Qualifications: Work experience in community development accounting, including both redevelopment and housing.

Physical Requirements: None

License and/or Certifications Required: Possession of, or ability to obtain a valid California Driver's License to attend meetings outside the office. Possession of a CPA certification is highly desirable.

VII. FLSA DESIGNATION: Professional

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.