



City of Laguna Niguel Job Description

BUDGETING AND ACCOUNTING OFFICER

Middle Management, Professional, and Supervisory Unit
FLSA: Exempt

DEFINITION

Supervise and participate in a wide variety of accounting and fiscal management activities; provide technical and administrative staff assistance to higher-level accounting staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Finance Director.

Exercises direct supervision over Professional and Clerical staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Provide information to the public; resolve staff, citizen, and business inquiries and complaints.
- ◆ Work with independent auditors.
- ◆ Participate in development and implementation of goals for Finance Department
- ◆ Interpret administrative policies and technical procedures.
- ◆ Coordinate accounting activities and functions with those of other divisions, departments, and agencies.
- ◆ Post, balance, and reconcile general ledger and subsidiary accounts; examine accounting transactions to ensure accuracy; correct financial records as necessary.
- ◆ Maintain financial records of all City financial transactions.
- ◆ Monitor accounts; verify availability of funds and classification of expenditures; research and analyze transactions to resolve budget problems.
- ◆ Prepare bank statement reconciliations; resolve account balance discrepancies and problems.
- ◆ Special research and analysis for comprehensive financial activity studies.
- ◆ Provide a wide variety of financial reports and statements, including comprehensive Annual Financial Reports (CAFR), State Controller's Report, Street Report, monthly management reports, financial, statistical, and summary statements for City Manager and Department Heads.
- ◆ Assume management responsibility for technical and clerical accounting, including accounts payable, internal service fund, grants administration, special revenue fund, pension plans, fixed assets, capital projects, payroll, and cash receipts.
- ◆ Monitor and evaluate efficiency and effectiveness of service delivery methods and procedures; recommend appropriate service and staff levels.
- ◆ Participate in compilation and preparation of City's annual operation and capital

improvement budget; verify budget funds and accounts; review budget requests and expenditures to ensure proper account coding.

- ◆ Post adjusting journal entries relating to investment transactions.
- ◆ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of accounting and finance.
- ◆ Perform internal audits and analysis of control systems.
- ◆ Participate in the development and execution of the Department budget.
- ◆ Provide responsible staff assistant to Finance Director; prepare and present staff reports and other necessary correspondence.
- ◆ Administer and maintain City's automated accounting system; trouble shoot and resolve operational problems.
- ◆ Ensure compliance with GASB requirements for the appropriate accounting of fixed assets.
- ◆ Oversee City's retirement plans, including CALPERS program; keep abreast with related issues.
- ◆ Serve as Acting Finance Director in Finance Director's absence.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Generally accepted accounting principles and procedures and their application to a variety of complex accounting transactions and problems.
- ◆ Advanced governmental accounting principles and practices.
- ◆ Advanced auditing principles and practices.
- ◆ Principles and practices of organization, administration, and human resource management.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Supervise staff and activities of assigned accounting functions.
- ◆ Apply advanced accounting principles to the maintenance of financial and accounting transactions.
- ◆ Analyze problems; identify alternative solutions; project consequences of proposed action; implement recommendations in support of goals.
- ◆ Assist in developing and administering policies and procedures.
- ◆ Interpret and apply City policies, procedures, rules, and regulations.
- ◆ Select, supervise, train, and evaluate staff.
- ◆ Prepare, examine, and verify financial documents and reports.
- ◆ Prepare a variety of complex audits, financial statements, reports, and analysis.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships.

Experience and Training:

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:

Three years of professional governmental accounting experience.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field.

CPA is preferred, but not required.

Licenses:

Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.