



JOB TITLE:	DIRECTOR OF ACCOUNTING	DIVISION:	DISTRICT - ACCOUNTING
REPORTS TO:	AUDITOR-CONTROLLER	EEO CATEGORY:	01 – EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the CFO/Auditor-Controller of the Finance Division, this position oversees two functioning departments, Accounting and Payroll. The position, which is supported by two managers and departmental staff, provides professional level support to the CFO/Auditor-Controller in a variety of areas, and is responsible for planning, organizing and directing all accounting and payroll functions to ensure the most effective, efficient and ethical day-to-day operations of the Finance Division. The position is responsible for creating a cooperative and inclusive environment to enable the teams to provide a high level of customer service. The position is in charge of the annual financial audit, compliance audits and internal control audits. The position is also responsible for assuring District compliance with all applicable financial regulations ordinances and statutes, along with report filings that are required as a part of these regulations.

Essential Responsibilities

- Responsible for identifying, developing, documenting, and maintaining financial policy, financial procedures, and internal controls District-wide.
- Acts as the chief financial advisor to the CFO/Auditor-Controller and the Executive Team on Accounting, Payroll and internal control policies and procedures.
- Develops procedures and corresponding policies to address internal control deficiencies; and works with executives and staff within the organization to implement the policies.
- Develops and implements goals, objectives, policies and priorities for the Accounting and the Payroll departments; and maintains high customer service balanced by efficient staffing levels.
- Demonstrates effective management and teambuilding skills to enable the accounting and payroll staff to carry out their duties efficiently; and provides a high level of customer services to those in and outside the agency.
- Responsible for high oversight over the Accounting service function, which includes and is not limited to, general ledger reporting, accounts payable, accounts receivable, grants accounting, fixed assets accounting, cash and investments.
- Responsible for high oversight over the payroll service function, which includes and is not limited to, monitoring Federal, State and local pay policies, CalPers policy, interpreting MOU provisions and ensuring the successful payment of the 25+ MOUs in the District.
- Provides guidance and leadership to the organization during the implementation of a new financial management system and provide ownership of the new system once it is implemented. Ensures new system provides necessary reports so external spreadsheets can be eliminated.



- Ensures the development and presentation of the Comprehensive Annual Financial Report (CAFR), staff reports, various management information updates and special projects as assigned by the CFO.
- Continuously monitors and evaluates workload, administrative and support systems, and internal controls; identifies opportunities for improvement; and responsible for implementation of improved methods, following successful presentation to executive management team.
- With the support of the Accounting and Payroll managers, builds and nurtures good working relationships within the organization along with external contacts such as independent auditor/s and other finance contacts (such as banking representatives and actuaries).
- Facilitates open, effective communication with all departments but especially Human Resources to ensure accurate payment, recording and reporting by both the payroll and accounting functions.
- Demonstrates understanding of the financial (including budget) impact of operational changes; develops analyses and reports to problem solve and suggest solutions; and implements those solutions through working with the affected parties.
- Acts as the key provider of analytical data and metrics reports for management's usage and decision-making; and works with direct reporting personnel to achieve useful and appropriate reports.
- Keeps abreast of changes in government accounting standards, pronouncements, tax regulations and statutes; and reviews District procedures and programs, if necessary, to comply with these changes.
- Continually reviews the Accounting and Payroll process to ensure accuracy, compliance and achievement of the District's financial goals. Suggests and implements changes to the financial structure to improve the reporting process.
- Provides education on financial policy and procedures to finance staff and other District staff to improve overall understanding and compliance across the agency.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Knowledge of:

- Generally accepted accounting principles, especially Governmental Accounting Standards Board (GASB) reporting issuances.
- Application of payroll principles and practices, knowledge of IRS code.

Ability to:

- Provide effective management of, and leadership to, the staff of the accounting and payroll offices.
- Establish and maintain cooperative work relationships with District reports and other Staff, the public, and outside governmental agencies in the course of work.
- Demonstrate effective communicate skills both orally and in writing which can be shown through having a strong meeting leadership and negotiation skills.
- Organize and prioritize work to meet critical deadlines for teams and for self.
- Interpret complex rules, regulations, and laws governing fiscal and accounting functions.
- Analyze complex accounting and financial data and draw logical and sound conclusions.



- Independently carry out difficult and complex accounting, auditing, and payroll work.
- Develop, install, and maintain new and revised accounting and internal control procedures.
- Demonstrate proficiency in the use of computer with advance knowledge and demonstrated application of Microsoft products.

Minimum Qualifications

Education and/or Experience:

- A Bachelor's degree in Accounting or business related field. Master's degree in Business Administration or Accounting is highly preferred.
- Five years' progressive and recent full-time experience displaying solid knowledge of advanced accounting concepts, and complex numerical analysis.
- Five years' financial leadership experience, both in a supervisory environment and as guidance to financial stakeholders.
- Five years' experience of governmental accounting principles, practice and report requirements.

Required License:

- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) is highly desirable.
- Maintain a current, valid California driver's license and satisfactory driving record. Position will regularly travel to a second location to supervise staff and to attend offsite meetings using District vehicles.

Physical Requirements:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.