



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 directs two co-equal departments, Accounting and Payroll, and serves as the Division's principal owner of District-wide financial business rules, policies, and internal controls. 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 — including current Governmental Accounting Standards Board (GASB) requirements — 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.
- Serves as the Finance Division's primary owner of District-wide business rules — establishing, standardizing, and governing the policies, workflows, and system configurations that Accounting, Payroll, and cross-functional departments operate under.
- 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 across the organization to implement the policies.
- Develops and implements goals, objectives, policies, and priorities for the Accounting and Payroll departments; maintains high customer service balanced by efficient staffing levels.
- Demonstrates effective management and team-building skills to enable Accounting and Payroll staff to carry out their duties efficiently and provides a high level of customer service to those inside and outside the agency.
- Holds full oversight of the Accounting service function, including but not limited to general ledger reporting, accounts payable, accounts receivable, grants accounting, fixed assets accounting, and cash and investments.



- Holds full oversight of the Payroll service function, including but not limited to monitoring Federal, State, and local pay policies and CalPERS policy; interpreting MOU provisions; and ensuring accurate, timely payment across 28 MOUs District-wide.
- Directs the ongoing configuration, governance, and enhancement of the District's financial management system, including ownership of business-rule design, workflow approvals, and reporting structures so that downstream reporting needs are met without reliance on manual or external spreadsheets.
- Ensures the development and presentation of the Comprehensive Annual Financial Report (CAFR/AFR), 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 leads implementation of improved methods following successful presentation to executive management.
- With the support of the Accounting and Payroll managers, builds and nurtures good working relationships within the organization and with external contacts such as independent auditors and other finance contacts (banking representatives, actuaries).
- Facilitates open, effective communication with all departments — particularly 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 propose solutions; implements those solutions by working with affected parties.
- Acts as the key provider of analytical data and metrics reports for management's use and decision-making; works with direct reports to develop useful and appropriate reporting.
- Keeps abreast of changes in governmental accounting standards, GASB pronouncements, tax regulations, and statutes; leads the District's evaluation and implementation of new GASB standards as they are issued, and reviews District procedures and programs as needed to maintain compliance.
- Continually reviews Accounting and Payroll processes to ensure accuracy, compliance, and achievement of the District's financial goals; proposes and implements changes to the financial structure to improve reporting.
- Provides education on financial policy, procedures, and business rules 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, with deep and current expertise in Governmental Accounting Standards Board (GASB) reporting issuances, and the ability to interpret and operationalize new GASB standards as they are issued.
- Application of payroll principles and practices and knowledge of IRS code.
- Financial management system architecture, business-rule configuration, and system administration sufficient to direct enhancements and safeguard data integrity.



Ability to:

- Provide effective management of, and leadership to, the staff of the Accounting and Payroll departments.
- Establish and maintain cooperative work relationships with District staff, the public, and outside governmental agencies in the course of work.
- Demonstrate effective communication skills, both orally and in writing, including 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, payroll, and internal control business rules and procedures.
- Demonstrate proficiency in the use of computers, with advanced knowledge and demonstrated application of Microsoft products and the District's financial management system.

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.
- Minimum eight years' financial leadership experience, both in a supervisory environment and as provider or guidance to financial stakeholders.
- Minimum ten years' experience of governmental accounting principles, practice and report requirements.
- Minimum twelve years' progressive and recent full-time experience displaying solid knowledge of advanced accounting concepts, and complex numerical analysis, forecasting & problem-solving skills.

Required License:

- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO).
- 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.