

CLASS SPECIFICATION
Accounting Compliance Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction of the Controller, plans, organizes and manages the audit and evaluation of bureau accounting operations and internal controls; provides sound professional recommendations for action and significant assistance in formulating policy and procedures and improving bureau accounting operations; develops comprehensive reports of findings and recommendations; identifies areas requiring development of Citywide accounting policies; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Accounting Compliance Manager is responsible for planning and managing the activities of the Citywide accounting compliance function in the Accounting Division of the Office of Management and Finance. Incumbents organize, plan and conduct audits of bureau accounting operations and internal controls and recommend operational and management improvements.

Accounting Compliance Manager is distinguished from Senior Accounting Supervisor in that an incumbent in the former class is responsible for managing the programs, resources and staff of the Accounting Division's compliance function.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, coordinates, integrates, and conducts the work of the Citywide accounting compliance function: directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to ensure bureau compliance with Citywide accounting policies; develops and implements audit plans, identifies opportunities to improve bureau accounting practices and to strengthen internal controls in bureaus; determines analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; communicates findings to the Controller, bureau management, bureau representatives and City commissioners; prepares reports of audit conclusions; and develops implementation recommendations.
2. Monitors contract compliance work performed by audit or consulting firms.

3. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
4. Provides leadership and works with Controller to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
5. Establishes an annual audit schedule and oversees audit activities to ensure bureau compliance with citywide accounting policies and adequate internal controls. Prepares detailed audit plans to accomplish audit objectives; completes analytic tasks in accordance with established standards; obtains documents and prepares written record to document work performed; reviews laws, policies, best practices, regulations and previous audit reports; collects qualitative and quantitative data; interviews appropriate officials and parties; observes operations and activities in the field.
6. Writes, reviews and edits audit reports to discuss weaknesses identified and recommend appropriate solutions; assesses logic and conceptual soundness of audit findings and recommendations; ensures conclusions are based on adequate supporting evidence; ensures report language is clear, convincing and concise.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced principles and practices of internal auditing and generally accepted government auditing standards.
2. Advanced principles, practices and methods of organizational, operational, and procedural research and analysis, include program evaluation methodologies.
3. Principles and practices of public administration.
4. Principles, practices, methods and techniques of financial analysis and forecasting.
5. Financial/statistical/comparative analysis tools, techniques and formulae and computer software appropriate for sophisticated statistical analysis and data management.
6. Government accounting principles and practices including accounting for governmental and enterprise funds, financial statement preparation, and methods of financial control and reporting.

7. Basic principles, tools and techniques of project planning and management.
8. Federal, state and local laws and regulations applicable to assigned areas of responsibility.
9. Basic principles and practices of risk analysis and internal control strategies.
10. Basic principles and practices of organizational development.
11. Methods and procedures for design and installation of management and administrative control systems.

Ability to:

1. Perform highly complex analyses of financial, budgetary, operational and organizational problems, evaluate alternatives and reach sound, logical, fact-based conclusions and recommendations.
2. Collect, evaluate and interpret a broad range of complex data, either in electronic, written, statistical or narrative form.
3. Apply internal audit and governmental audit standards to audit work conducted.
4. Understand, interpret and apply federal, state and local laws, including Portland's City Charter and Code, and relevant regulations, ordinances, and policies.
5. Use sophisticated statistical, spreadsheet, database and geographic information system software to maintain data and conduct analyses.
6. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
7. Present conclusions and recommendations clearly, logically and persuasively to a diverse group of audiences.
8. Write clearly, concisely and convincingly; summarize complex ideas and data; prepare presentations including appropriate graphic displays.
9. Exercise expert independent judgment within broad policy and procedural guidelines.
10. Establish and maintain effective working relationships with bureau managers, City officials, representatives of other governmental agencies and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in accounting, business administration or a closely related field; and at least five years of progressively responsible professional experience in internal auditing, two of which involved supervision of internal audits; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

License as a Certified Public Accountant, Certified Internal Auditor or the equivalent.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: November 3, 2004

Revised: 11-08-05 Removed language in "Distinguishing Characteristics" section regarding the difference between this classification and Senior Accounting Supervisor II (abolished 05/05)

June 2009 - Change Job Class number from 7366 to 30000564, due to system change.