

**CLASS SPECIFICATION**  
**Accounting Policy Manager**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction of the controller, plans, organizes and manages the development and implementation of Citywide accounting policies; researches and communicates the impact of new accounting pronouncements, interprets tax codes, laws and regulations that affect accounting and financial reporting; develops and implements new citywide accounting policies and updates existing policies, consults with bureau staff and advises OMF management on issues involving accounting issues, and participates in the design, development and implementation of new or improved automated accounting systems, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Accounting Policy Manager is responsible for planning and managing the activities of the Citywide accounting policy function in the Accounting Division of the Office of Management and Finance. Incumbents analyze complex accounting issues, assess the impact of emerging accounting standards and accounting best practices, and develop and implement Citywide accounting policies having significant implications for Citywide and bureau accounting operations. An incumbent is expected to consultatively lead and manage the implementation of new policies and provide supervision and technical direction on a wide variety of accounting operations and reporting issues to lower level professional accounting supervisors, bureau staff and other support personnel. Assignments require the use of independent judgment on issues that are complex, interpretive and evaluative in nature.

The Accounting Policy Manager is distinguished from other accounting managers by its responsibility for developing and implementing city wide accounting policies.

**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, directs and conducts the work of the Citywide accounting policy function: directs the research, analysis, development, implementation and evaluation of Citywide accounting policies.
2. Conducts or facilitates research and analysis of relevant data to identify problems and weaknesses in current accounting operations citywide, reviews various accounting alternatives and creates Citywide accounting policies that insure the integrity of City financial operations, comply with legal

requirements, incorporate generally accepted accounting principles, strengthen internal controls and implement best practices.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports 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.
4. Analyzes and interprets accounting provisions of codes, laws and regulations and develops and implements procedures and processes in response to changes in technology, legal requirements and operating improvements; reviews the impact of new accounting pronouncements and manages the implementation of such pronouncements. Communicates the impact of such changes to bureau staff. Provides technical support in the area of accounting research and policy development.
5. Collaborates with appropriate personnel to create an awareness of the importance of adequate internal controls. Coordinates the implementation of internal control policies procedures to address control weaknesses reported by the internal and external audit functions.
6. Collaborates with appropriate personnel in reviewing existing accounting policies to determine those requiring update, clarification, expansion or modification. Advises and consults with bureau staff and OMF management concerning the accounting and financial implications of existing and projected bureau activities. Recommends appropriate accounting treatment for complex business transactions
7. Supervises or personally conducts accounting systems and procedures studies; writes reports of findings; secures approval for implementation of recommendations from departmental administration and the Controller when necessary.
8. Participates in the design, development, and implementation of new and/or improved automated financial and accounting-related systems and processing modifications.

#### **OTHER DUTIES**

1. Represents the division and bureau on committees and task forces.
2. Manages and coordinates special complex accounting division projects.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles and practices of general, enterprise and governmental accounting, including financial statement preparation and methods of financial control and reporting.
2. Applicable accounting standards and procedures, including GASB, FASB, GFOA, GAAP and FERC.

3. Principles and practices of cost accounting.
4. Internal control and audit practices and procedures.
5. Laws and regulations applicable to the financial administration of public agencies.
6. City Code, ordinances and procedures applicable to accounting, purchasing and contracting.
7. The operations, requirements and codes of the City's financial accounting system and the interrelationships of its modules and databases.
8. Principles and practices of effective supervision.
9. City human resources policies and labor contract provisions.

**Ability to:**

1. Plan, assign, coordinate and review the work of assigned professional, technical and clerical support staff and supervisors.
2. Analyze and make sound recommendations on complex financial data and operations.
3. Understand, interpret, explain and apply City, state and federal laws regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting systems, policies, procedures and controls, including enhancements to automated accounting systems.
5. Perform complicated mathematical calculations and analyses.
6. Prepare clear, concise and comprehensive accounting statements, reports and other written materials.
7. Communicate effectively, orally and in writing to a variety of audiences.
8. Develop and maintain effective working relationships with managers, employees 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, finance or a

closely related field; and at least seven years of progressively responsible accounting experience; 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 or Certified Management Accountant.

**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.

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**Class History:**

Adopted: November 10, 2004

June 2009 - Change Job Class number from 7367 to 30000565, due to system change.