

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

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction of the Controller, plans, organizes and manages the development and support of City-wide accounting systems; develops and implements new City-wide accounting policies and practices; updates and trains users City-wide on accounting systems and policies; consults with bureau staff and advises Office of Management and Finance management on accounting issues; participates in the design, development and implementation of new or improved automated accounting systems; acts as the Controller in the Controller's absence, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Accounting Manager is responsible for planning and managing the activities of Central Accounting staff who provide City-wide accounting support and guidance. An incumbent is expected to provide supervision and technical direction on a wide variety of City-wide accounting operations and reporting issues to lower level professional accounting supervisors, central and bureau accounting staff, and other support personnel. Assignments require the use of independent judgment on issues that are complex, interpretive and evaluative in nature.

Accounting Manager is distinguished from Senior Accounting Supervisor in that an incumbent in the former class is responsible for the development and support of City-wide accounting systems and accounting training and guidance under the general direction of the Controller; also functions as the assistant controller.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans 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; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address perform-

ance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

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. Plans, organizes, directs and conducts the work of the City-wide accounting systems function; directs the City-wide SAP financial systems processing; administers all financial report preparation software programs; develops related training and rollout to bureaus; oversees all division computer systems and software administration.
5. Acts as the Controller for assigned projects, issues and in the Controller's absence; serves as point person on key strategic initiatives.
6. Supervises or personally conducts City-wide accounting systems and procedures studies; writes reports of findings and recommendations; secures approval for implementation of recommendations from departmental administration and the Controller when necessary.
7. Participates in the design, development, and implementation of new and/or improved automated financial systems and processing modifications throughout the City, ensuring appropriate controls to achieve compliance with accounting principles and policies.
8. Develops a comprehensive training program to educate Accounting Division and City-wide staff on governmental accounting principles and their application at the City of Portland; develops and disseminates communications and training regarding accounting policies City-wide.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of governmental accounting, including financial statement preparation and methods of financial control and reporting.
2. Advanced principles and practices of internal control strategies, and internal auditing and generally accepted government auditing standards.
3. Advanced principles, practices and methods of organizational, operational, and procedural research and analysis, include program evaluation methodologies.
4. The operations, requirements and codes of the City's SAP ERP system, or enterprise financial systems of comparable scale and complexity.
5. Principles, practices, methods and techniques of financial analysis and forecasting.
6. Financial/statistical/comparative analysis tools, techniques and formulae and computer software appropriate for sophisticated statistical analysis and data management.

7. Government accounting principles and practices including accounting for governmental and enterprise funds, financial statement preparation, and methods of financial control and reporting.
8. Basic principles, tools and techniques of project planning and management.
9. Federal, state and local laws and regulations applicable to the financial administration of public agencies.
10. Principles and practices of effective management and supervision.

**Ability to:**

1. Plan, assign, coordinate, and review the work of assigned professional, technical, and clerical support staff engaged in performing comprehensive accounting services on a City-wide basis.
2. Develop and implement sound financial and accounting systems, policies, procedures and controls, including enhancements to automated accounting systems, on a City-wide basis.
3. Collect, evaluate and interpret a broad range of complex data, either in electronic, written, statistical or narrative form.
4. Understand, interpret, explain, 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, conduct analyses, and make sound recommendations on complex financial issues, data, and operations.
6. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience: summarize complex ideas and data; prepare presentations including appropriate graphic displays.
7. Communicate effectively, orally and in writing to a variety of audiences.
8. Exercise expert independent judgment within broad policy and procedural guidelines.
9. 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, finance or a closely related field; and at least five years of progressively responsible professional experience in accounting, two of which involved supervision of accounting operations; 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 preferred.

**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:        October 28, 2015