



# Monterey Regional Waste Management District

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## *Job Description*

<b>Position:</b>	<b>Accounting Manager</b>	<b>Position Status:</b>	<b>Full Time/Exempt</b>
<b>Department:</b>	<b>Finance</b>	<b>Bargaining Unit:</b>	<b>Management Unit</b>
<b>Reports to:</b>	<b>Director of Finance &amp; Administration</b>	<b>Revised:</b>	<b>June 2017</b>

### **DEFINITION**

The Accounting Manager is responsible for overseeing all accounting-related activities of the organization. This position manages the development and maintenance of accounting principles, practices, procedures and systems to ensure accurate and timely financial statements and other operational reports. The Accounting Manager addresses regulated or externally-determined deadlines and a multitude of accounting activities, which include general ledger maintenance, financial reporting, year-end audit and the support of budget and forecast activities. The position reports to the Director of Finance and Administration and works closely with managers and the board of directors.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents work at an advanced professional level on complex and specialized financial systems, budgets and programs. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving the District's mission. Positions at this class level serve as a member of the District's management team and provide advice and counsel to Senior leadership regarding strategic policy and problem solving issues relating to the assigned Departments and the District overall.

### **ESSENTIAL FUNCTIONS:**

- Plans, supervises, implements and maintains accounting operations, including general ledger, accounts payable, purchase orders, payroll, accounts receivable, fixed assets and special accounting project studies and analyses.
- Supervises and participates in the development and administration of the annual operating budget and capital improvements budget; directs the forecasting of funds needed for staffing, equipment, and materials and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Oversees the general accounting and payroll functions of the District and provides financial guidance and assistance to other departments.
- Develops, maintains, and ensures adequate internal controls and generally accepted accounting practices are in place and functioning appropriately.
- Develops, implements and monitors long- and short-term strategic plans in support of department and District-wide goals and objectives.
- Oversees and coordinates the annual financial statement audit, including preparation of the annual financial statements and related disclosures.
- Provides staff assistance in the development and maintenance of fiscal policies for the District.
- Maintains a documented system of accounting policies and procedures.

- Provides financial analysis as needed for significant capital asset decisions.
- Prepares financial statements in accordance with Generally Accepted Accounting Principles (GAAP).
- Monitors District cash flow and investment policies to ensure sufficient cash to pay obligations.
- Supervises accounting staff in the performance of financial processes including accounts payable, accounts receivable, payroll, and all other related accounting functions.
- Ensures compliance with local, state, and federal government reporting requirements and tax filings such as the annual State Controller's reports, CalRecycle and County waste reports, use tax returns, quarterly payroll tax returns, annual W-2s, and Affordable Care Act reporting.
- Attends Board meetings and makes presentations to the Board of Directors.
- Provides or coordinates accounting staff training, as needed.
- Prepares staff reports and letters, including reports for presentation to Board of Directors;
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

#### **SUPERVISORY RESPONSIBILITIES**

The incumbent in this position provides direct supervision to three (3) employees and has oversight of one (1) District department.

#### **DUTIES AND RESPONSIBILITIES**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.*

- General Ledger – Maintain general ledger, including ensuring accurate and timely monthly, quarterly and year end close and accurate and timely journal entries, account reconciliations, adjustments and analyses.
- A/R, A/P, Payroll – Oversee and improve all related processes to ensure timely and accurate execution.
- Reporting – Ensure the timely reporting of all monthly, quarterly and annual financial information. Maintain certain non-financial reporting processes. Generate ad-hoc operational reports, as needed.
- Budgeting and Forecasting – Manage annual budget process. Conduct financial forecasting, as needed.
- Annual Financial Audit – Manage audit documentation and process.
- Banking – Maintain all banking relationships and ensure all compliance activities are performed in a timely and accurate manner.

- Staff Management – Manage Accounting staff of three. Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance their professional development.
- Process Improvement - Assist in the development and implementation of new procedures, features and systems to enhance the workflow of both the department and the entire organization.
- Special Projects – Support General Manager, Director of Finance and Administration and other managers with special projects, as needed.
- Participates in regional, state, national and other professional organizations to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.
- Performs other duties as assigned.

### **QUALIFICATIONS**

- Bachelor's degree in Accounting or Finance required; MBA or CPA a plus.
- Extremely strong technical accounting skills, including knowledge of GAAP and current accounting principles and practices. Knowledge of GASB a plus.
- Knowledge of local, state and federal payroll principles, practices and regulations.
- Knowledge of principles and practices of budgeting, forecasting, financial planning.
- 5-10 years of progressive financial management experience in corporate and/or government settings, preferably including experience in public accounting.
- Excellent leadership experience with the ability to solve problems in a team oriented environment.
- Excellent written and verbal skills.
- Knowledge of principles and practices of effective management, supervision, employee performance evaluation. Excellent coaching and team building skills.
- Strong interpersonal skills.
- Advanced expertise with Microsoft Excel. Intermediate expertise in Outlook, Word and PowerPoint. Basic knowledge of database management systems (SQL).
- Experience with Microsoft Great Plains software and with integrating data from multiple systems and databases desired.

### **LICENSE OR CERTIFICATE:**

- Certified Public Accountant or Certified Management Accountant designation desired.
- Possession of a current California Driver's License issued by the State Department of Motor Vehicles required.

**Ability to:** Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; understand highly regulatory issues (current and proposed) and appropriate permitting for solid waste facilities, recycling operations and programs; negotiate with the best interest of the District; work independently with minimal supervision; manage and evaluate the work of others; prepare clear and concise plans, specifications, and technical reports; interpret and apply applicable federal, state, and local policies, laws, and regulations; present proposals and recommendations clearly, logically and persuasively in public meetings; develop and implement appropriate procedures and controls; exercise sound, expert independent judgment within policy guidelines; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate

adjustments; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; research, analyze, and evaluate new service delivery methods and techniques; facilitate group participation and consensus building; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

### **PHYSICAL AND SENSORY REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical and Mental Demands** - Frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting; Frequent lifting, pushing, or pulling up to 10 pounds; occasionally up to 50 pounds; Frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching; Constant use of overall vision; frequent reading and close-up work; occasional color and depth vision; Frequent hearing and talking in person and on the phone; Frequent public and co-worker contact; occasional working alone; Frequent decision-making and concentration; Regular use of written and oral communication skills; Read and interpret complex data, information and documents; Analyze and solve complex policy and operational problems; Observe and interpret people and situations; Use math and mathematical reasoning; Learn and apply new information or skills; Perform highly detailed work on multiple, concurrent tasks with constant interruptions; Work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

**Special Demands** - Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment** - Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Requires periodic evening work and the ability to travel on occasion. Work environment may occasionally expose the incumbent to such conditions as: regular exposure to noise, dust and unpleasant odors; some exposure to fumes, grease, diesel exhaust, oil and hazardous materials; may work around moving vehicles and equipment; constant contact with staff and the public. The Administrative offices are located at the Monterey Peninsula Landfill.