



Position Description

Position Title:	Accounting Manager	Department:	Finance
Reports to:	Controller	Employment Status:	Full-Time
FLSA Status:	Exempt	Date Created:	July 2017
Representation Status:	Unrepresented	Date Revised:	October 19, 2023

Summary

The primary purpose of this position is to administer, organize, manage, and monitor all programs and activities within the Finance department including accounting, financial reporting, audits, and budget management and payroll. The incumbent is responsible for overseeing the day-to-day accounting for the Agency, which includes performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility, ensuring all accounting and financial operations, procedures, and internal controls are in compliance with Agency policies, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) standards, and Department of Housing and Urban Development (HUD) guidelines. The incumbent is responsible for providing professional-level support to the Controller in a variety of areas.

The essential duties and responsibilities listed below support the Santa Clara County Housing Authority's mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Plans, manages, and participates in the design, development, and administration of finance functions, including accounting, financial management and reporting, audits, budget management and payroll.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department and recommends appropriate service and staffing levels.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Controller.
- Manages, trains and evaluates staff including review of work and develops processes designed to support a continuous learning environment.
- Manages and facilitates the financial audits for Agency, federal programs and affiliate entities and prepares and reviews financial reports and annual financial statements including providing support to departments with affiliate entity financial reviews, management of departmental budget, and general partner budget development.
- Oversees and provides guidance on all financial aspects of the pre-development, rehabilitation, and construction process and activities of the affiliate entities including job cost accounting, financial reporting relationship structures set up and overseeing audits and tax returns.
- Assists and supports the Controller in consistently applying cost effective and appropriate accounting and reporting procedures and internal controls; researches, interprets, and applies current GAAP, FASB and GASB standards, and HUD regulations.

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- Directs and manages all payroll processes and related obligations of the department in compliance with labor agreements, legal requirements, and relevant policies and procedures, and recommends payroll system enhancements/modifications to comply with state, federal, and local laws, regulations, tax requirements, reporting procedures, accounting policies, labor agreements, and organizational needs.
- Oversees the preparation of bi-weekly payroll for Agency employees and any retroactive pay adjustments, reviews payroll control reports and approves payroll transmission, ensures and maintains compliance and retention of employee timesheets and all payroll related records.
- Ensures payment of payroll taxes, withheld wages, and preparation of federal and state tax returns including overseeing W-2 corrections and the preparation of related documents.
- Manages and performs analytical review of all financial reports including Agency wide monthly and annual variance reports for tax credit properties, housing program, HUD, and investment, budget, and cash reports, for accuracy, validity, reliability, alignment with program objectives, and in compliance with policies, standards, and regulations along with general ledger and chart of account structures and activity.
- Prepares reports and pro-forma projections; reviews housing program leasing and financial data; prepares reports on suggestive action plans based on various partnership and other financial agreements; analyzes a variety of complex scenarios that relate to property and program financing agreements.
- Supervises and manages the utilization of accounting software, ensuring its proper configuration, integration, and functionality to streamline financial processes, improve data accuracy, and support efficient reporting.
- Provides financial information (including financial system assistance) and guidance to other departments including resolving sensitive issues.
- Interprets, applies, and explains federal, state, and local laws and regulations, and policies, procedures, and practices of assigned position.
- Prepares and presents clear and concise reports, correspondence, policies, procedures, and other written materials. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
- Conducts research projects, evaluates alternatives, makes sound recommendations, and prepares effective Executive and Board reports.
- Effectively represents the Department and the agency in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- Uses tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishes, maintains, and fosters positive and effective working relationships with other department peers.

QUALIFICATIONS

Education and/or Experience



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Any equivalent combination of education and/or experience likely to provide the required core competencies may be considered. A typical combination that is qualifying may include:

A bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, business administration, or a closely related field; and five (5) years of increasingly responsible professional accounting experience, including three (3) years of supervisory experience. Master's degree preferred.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Core Competencies

This position requires the incumbent to exhibit the following behaviors, knowledge, skills and abilities:

Advancing Inclusivity and Leveraging Diversity: Works to create a culture of inclusivity where individuals of diverse cultures, demographics, interpersonal styles, abilities, motivations, or backgrounds are and feel valued for their unique perspective and talent; inspires and makes the most effective use of the capabilities, insights and ideas of all individuals.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer/Client Service: Meets/exceeds the expectations and requirements of internal and external customers and clients; identifies, understands, monitors, and measures the needs of both internal and external customers and clients; talks and acts with customers and clients in mind. Values and recognizes work colleagues as customers.

Effective Communication: Ensures important information is clear, concise and organized to be passed to those who need to know verbally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others. Actively listens and understands the audience to adapt messages appropriately. Applies knowledge of methods and techniques for the development of effective presentations, business correspondence, and information distribution based on audience needs.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Integrity: Exhibits honesty with oneself, coworkers, and customers. Stands up for what is fair, honest, ethical, and morally right even in the face of opposition.

Job Knowledge and Skill: Exhibits requisite knowledge, skills, and abilities to perform the position effectively including managing assigned finance programs and activities in the Finance Department, understanding of principles and practices of comprehensive financial program development, implementation, and management, accounting, auditing, financial analysis, and budget principles and procedures and their application to a variety of accounting transactions and problems. Demonstrates knowledge of or ability to learn financial statements and elements (such as, but not limited to as guidelines relevancy, income, and expenses) and applicable federal, state, and local laws and Agency resolutions, policies, and procedures, Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards Board (FASB) and



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Governmental Accounting Standards Board (GASB) standards, and Department of Housing and Urban Development (HUD) guidelines relevant to assigned area of responsibility.

Judgement & Decision Making: Exhibits sound reasoning and critical thinking skills by making decisions in line with established Agency expectations. Make decisions in compliance with the law and Agency policies and subordinate personal interests and views while representing the Agency acting in an official capacity.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Strategic Capability and Leadership: Serves as a role model to others by keeping the agency's mission, vision and values at the forefront of decision making and action; applies administrative and leadership principles and practices to work, including strategic goal setting and program and policy development, implementation, and evaluation; supports a culture of professional employee development through mentoring and coaching; provides direction by effectively supporting and/or setting course of action for department, direct reports, and team members.

Supervising and Managing Team Success: Operates effectively within the agency and monitors, supervises and manages, people, resources and risk. Has knowledge of and ability to apply principles and practices of workforce management and employee supervision in the analysis and evaluation of projects, programs, policies, procedures, and operational needs; monitors people and program performance by providing regular feedback and reinforcement to direct reports and team members.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed; establishes, maintains, and fosters positive and effective working relationships with those contacted in the course of work.

Technical Skills: Exhibits requisite knowledge, skills and ability to perform duties using computers and peripheral equipment, and software skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn computer software programs as required by assigned tasks.

Work Environment/Physical Demands

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; however, this class may be performed in an environment with exposure to various odors/fragrances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Agency and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, virtually and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.



Position Description

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]