Job Description

Position:	**Assistant Accounting Manager**	**FLSA Status:**	**Exempt**
Department:	**Finance & Accounting**	**Position Status:**	**Full-Time**
Reports to:	**Accounting Manager**	**Created:**	**August 2019**

DEFINITION:
Under general direction from the Accounting Manager, this position supports all aspects of the ReGen revenue collection, disbursement and payroll processes and will provide a leadership role in compliance, auditing and regulatory reporting matters. Assists with strict adherence to the ReGen's financial controls, provides research and financial analysis expertise and develops key reporting for Operations or other regulatory entities.

DISTINGUISHING CHARACTERISTICS:
Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in meeting the ReGen's goals and objectives. The Assistant Accounting Manager is a member of the Management bargaining unit.

ESSENTIAL FUNCTIONS:
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.

- Prepares of a variety of reports, for State and Federal agencies and other ReGen departments.
- Leads and directs the month end close process.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records.
- Assists in the development and implementation of departmental goals, policies and procedures related to accounting activities; establishes and maintains internal controls; reviews, recommends and implements improvements to accounting methods, budgeting and reporting procedures; cash and asset custody, ensures conformity to policies and accounting standards; and increases effectiveness of financial procedures.
- May manage, supervise, train and evaluate assigned staff; provides or coordinates staff training; provides expertise and direction to staff.
- Assists in the preparation of the ReGen's annual budget and conducts costing projects.
- Assists in the development, maintenance and enhancement of computerized information systems for departmental functions.
- Responds to requests for information and advises other departments of ReGen accounting policies.
- Prepares or directs the preparation of written procedures and policies.
- Provides management level assistance to the Director of Finance & Administration and Accounting Manager.
- Assists with or plans, directs, coordinates and reviews the work auditors.
- Provides direction for the posting, balancing and reconciliation of the general ledger and payroll processing, in accordance with state and federal regulatory requirements.
- Provides oversight for the collection and disbursement of ReGen funds and revenues, in accordance with legal requirements and regulations.
- Performs research and financial analysis, during the process of preparing a variety of financial reports and statements for federal, state, and other outside agencies and for other internal and external purposes.

- Plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
- All ReGen positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
- Other duties as assigned.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:
The incumbent in this position may provide direct supervision to department staff as assigned and serves as back-up to the Accounting Manager.

The following generally describes the knowledge and ability required to successfully perform the assigned duties.

Knowledge of:
Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting; principles and practices of cost and fixed asset accounting; internal control and audit principles and practices; GAAP, GASB and GFOA accounting standards and requirements; financial and public policy issues; principles and practices of budgeting, financial and debt management, purchasing and maintenance of public records; organization and functions of an elected board of directors; the Brown Act and other law and regulations governing the conduct of public meetings; research methods and analysis techniques; effective performance management and supervision practices; principles and practices of sound business communications.

Ability to:
Analyze and make sound recommendations on complex management and administrative issues; research and interpret new accounting standards and determine relevance to, and appropriate implementation at, the ReGen; plan, organize and direct the financial operations & administrative functions of public entities; understand, interpret, explain and apply ReGen policy and procedures; present proposals and recommendations clearly, logically and persuasively in public meetings; develop and implement appropriate procedures and controls; prepare clear, concise and comprehensive correspondence, reports, and other written materials; exercise sound, expert independent judgment within policy guidelines; establish and maintain effective working relationships with Board members, all levels of ReGen management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

TRAINING, EDUCATION AND EXPERICNE:
Any combination of education, training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- A Bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, or a closely related field; and
- Broad and extensive work experience in professional financial analysis and accounting work, including at least two (2) years in a supervisory capacity.

SPECIAL REQUIREMENTS:
Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

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 Demands
While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands
While performing the duties of this class, employees are regularly required to use 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 ReGen 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 before the Board of Directors and members of the public. Work environment may regularly 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; often works around moving vehicles and equipment; constant contact with staff and the public.

Work Environment
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.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print) **Date**

Employee Signature