



## Job Description

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**Position Title:** Associate Manager, Finance & Accounting, Payables  
**Classification:** Associate Manager  
**Pay Grade:** Level 9  
**Department:** Finance & Accounting

**Employment Status:** At-Will  
**Position Reports To:** Assistant Director, Finance & Accounting  
**Positions Supervised:** No supervision exercised  
**Judgment Exercised:** Exercises standard independent judgment  
**Overtime Status:** Non-Exempt

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### Position Summary

Performs a variety of duties related to the League of California Cities' accounts payable functions; may be assigned to assist with other accounting support functions for Cal Cities; and performs other duties as assigned.

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### Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Accounts Payable

- Processes bill payments for Cal Cities, CitiPAC, and SOS; verifies accurate expense/accounting codes; verifies management approval of bills; prepares and monitors Aged payables reports; prints checks and obtains check signatures.
- Reconciles credit card accounts, prepaid accounts according to established procedures.
- Processes expense report reimbursements for Cal Cities staff and board members.
- Communicates effectively with Cal Cities staff, vendors, and contractors regarding the processing of bills and assigning of proper GL codes.
- Scans original documents for electronic files and maintains electronic filing for all related Accounts Payable items.
- Reviews coding and makes necessary changes based on budgeting expenses; ensures consistency with previous transactions.
- Assists with the periodic inventory of Cal Cities assets.

#### General

- Prepares and maintains a variety of auditable financial records, reports and files related to accounts, expenditures, statements, invoices, and assigned activities; generates and distributes computerized reports and financial statements.
- Inputs financial data into an assigned computer system; ensures accuracy of input and output data.
- Scans and/or prepares journal entries as needed; scans debit entries as needed.
- Troubleshoots, researches and reports problems and irregularities.
- Communicates with personnel and various outside agencies to exchange information; coordinates activities and programs and resolve issues or concerns.
- Ensures proper processing of related forms and records according to established standards, requirements, and procedures.
- Assists with special projects as requested by management.
- Provides back-up support for the CSCDA billing procedures as assigned.
- Travels as assigned throughout State to provide on-site staffing to multi-day meetings.
- Performs other duties as required.

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## **Job Qualifications**

### **Knowledge/Skills:**

- Knowledge of generally accepted accounting principles (GAAP), online banking and other fundamental accounting and bookkeeping principles.
- Practices, procedures, and techniques involved in the processing of accounts payable and receivable.
- Preparation of financial statements and comprehensive accounting reports.
- Financial and statistical record-keeping techniques and audit preparation.
- Methods, procedures, and terminology used in technical accounting work.
- Expert in campaign finance and reporting.
- Experienced with assigned computer & financial software and programs related to accounting activities such as QuickBooks.
- Computer literacy in word processing and spreadsheets, including MS Office products and other general-purpose tools (Acrobat, multiple Internet browsers, etc.) and ability to learn proprietary software.
- Accurately and quickly perform basic arithmetic calculations.
- Manage conflicting demands on time and multiple tasks; independently organize and prioritize projects and workload.
- Perform duties with professionalism, both individually and as a member of a team.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Effectively manage time and meet deadlines; maintain and exhibit flexibility.
- Understand and carry out both verbal and written directions in an independent manner.
- Interpret and apply Cal Cities policies, procedures, rules, and regulations.
- Effectively communicate clearly and concisely with diverse audiences, both verbally and in writing.
- Type and enter data at an acceptable rate of speed.
- Operate a full range of office automation equipment and software.
- Interpersonal skills using tact, patience, and courtesy.
- Be self-supervising and independently follow through on necessary tasks.
- Represent the Organization to members and other outsiders as required.
- Be flexible while performing multiple activities.

- Sustain a positive, “can-do” attitude and commitment to customer service for both internal and external customers.
- Employs strategies and approaches to ensure and improve inclusion, diversity, and equity-based outcomes within the organization and across Cal Cities policies, programs, and services. Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Respond immediately to changes, demands and workload in a positive and pleasant manner.
- Maintain confidentiality.
- Travel as needed to perform duties and advance organization goals and objectives.

### **Experience and Training**

Bachelor’s degree in accounting, finance, business administration or a related field. Master’s degree in a related field is highly desirable. Two (2) years of progressively responsible experience in accounts receivable, accounts payable, or directly related field. Some direct connection to local government is desirable.

### **Physical Demands and Work Environment**

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

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing, and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Infrequent automobile and airline travel required in normal course of job performance.

### **Equipment Used**

|                           |                             |             |
|---------------------------|-----------------------------|-------------|
| Computer, keyboard, mouse | Copier                      | Scanner     |
| Fax machine               | Telephone                   | Smart Phone |
| Automobile                | Current office applications |             |