

City of Alameda

CALIFORNIA

Invites your interest for the position of...

Financial Services Manager



Experience the vibrant feel of this Bay Area island community!

THE COMMUNITY

The City of Alameda, California is a unique island community of approximately 76,000 residents in the San Francisco Bay Area. It is connected to the East Bay mainland by four bridges, two underwater tubes, and by ferry services to San Francisco; it is within minutes of all the cultural activities in San Francisco, Oakland and Berkeley. Alameda is a historic city with a small-town atmosphere and a diverse mix of housing, neighborhoods, and pedestrian friendly shopping areas. Charming Victorian homes grace shade tree-lined streets covering the island. It is an architecturally and historically rich community with over 10,000 buildings constructed prior to 1930. Alameda was incorporated in 1854 and became a charter city in 1916 with a Council-Manager form of government. The five-member Mayor/Council serves four-year terms, staggered at even numbered years. The Council directly hires the City Manager, City Attorney and City Clerk. The City is a full-service organization that provides residents with a broad range of municipal services including police and fire protection; construction and maintenance of streets, storm drains and other infrastructure; a state-of-the-art library system; and over 400 acres of parks and recreational facilities including multi-use athletic fields, picnic sites, a skate park, swim center, and a full service senior center. The City also owns and operates Alameda Municipal Power, an electric utility serving the needs of all Alameda residents and businesses.



THE POSITION

The Finance Department delivers services that are integral to the City's operation every day. The major responsibilities in Finance include preparing and publishing the Comprehensive Annual Financial Report (CAFR), the Operating and Capital Budget, and various Quarterly Reports. The Financial Services Manager reports to the Finance Director and serves as the "second in command" within the Finance Department. In addition to the Finance Director, the department has 12 full-time personnel.

The City of Alameda is looking for a technically savvy and experienced supervisor to serve as Financial Services Manager. Under general direction, he/she will oversee day-to-day financial activities and operations, which include budget, accounting, debt and treasury, payroll, purchasing and accounts payable. The Financial Services Manager will have primary management responsibility over the auditing and accounting functions for the City and will provide close supervision and mentoring for seven Finance staff members. The candidate selected for the position will have proven performance record and exceptional expertise in these critical areas. This highly detail oriented individual will perform comprehensive, professional auditing/accounting duties including: conducting complex analysis, implementing sound internal procedures, and complying with financial reporting requirements. He/she will have an excellent grasp of accepted accounting principles and best practices in order to manage the transactions related to the general ledger and subsidiary accounts.

THE IDEAL CANDIDATE

To benefit from this unique opportunity, the ideal candidate will possess the following attributes:

- An inquisitive mind in conjunction with a strong desire to learn and curiosity to seek answers in order to be a problem-solver in facilitating issue resolution and implementing solutions;
- A commitment to grow professionally and a desire to take on new challenges;
- Creativity in tailoring best practices to meet the needs of a medium-size city while ensuring compliance with governmental accounting standards;
- Impeccable integrity and ethical standards that create the highest level of trust and credibility throughout the organization;
- Proven and effective decision making skills consistent with various regulations and City's policies and procedures;
- Commitment to high quality service through methodical, accurate, detail-oriented work;
- Excellent written and verbal communication skills;
- A flexible and collaborative work style with a positive "can do" demeanor; and
- A team leader who has successfully mentored and developed staff to achieve full performance from each team member.



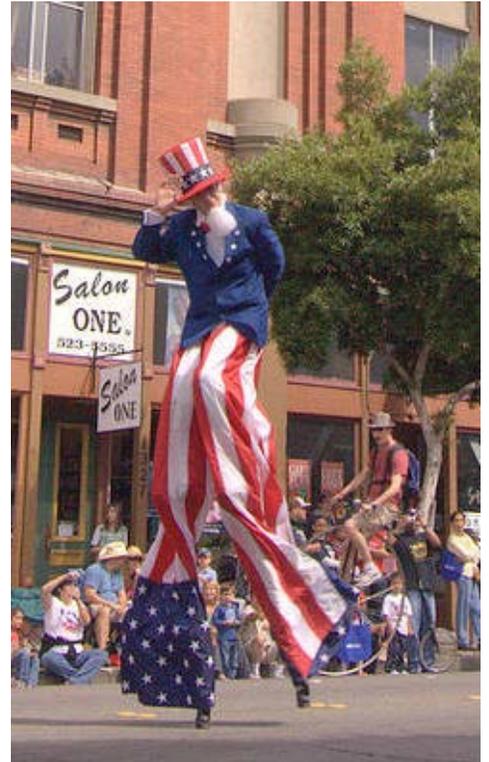
EMPLOYMENT STANDARDS

A combination of education and experience necessary to provide the required knowledge and abilities for the position is required. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited college or university with major course work in accounting, financial management, economics, business administration or related field; a Certified Public Accountant license (CPA) or Certified Public Finance Officer (CPFO) designation are desired.
- Four years of progressively responsible professional financial management experience with substantial supervisory experience; experience with municipal government financial operations and services is desirable.
- Selected position requires possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

SUPPLEMENTAL QUESTIONS

1. Describe your supervisory experience overseeing day to day financial activities and operations at a comparable organization. Include the number of employees you have supervised and your distinct role.
2. Describe your experience in developing and monitoring budgets. Include the size of the budget, your specific role and type of agency.
3. Describe your experience and role in working and coordinating with outside auditors to conduct financial audits, as well as, preparing the Comprehensive Annual Financial Report (CAFR).
4. Describe any significant accomplishments in developing and implementing processes for accounting, payroll, and internal control procedures.
5. Describe your experience with financial reporting, general ledger management, regulatory reporting (i.e. State Controller's Reports) and compiling year end information. Include the name of the employer, position held and dates of employment for each job included.



THE EXAMINATION PROCESS

The examination process may include an application and supplemental questionnaire evaluation to determine the best qualified candidates and will be followed by a comprehensive oral interview, which may include an assessment exercise. The examination process may test for, but is not limited to, the essential knowledge and abilities listed in the job specification and announcement and will be designed to provide a comprehensive review of each candidate's technical knowledge and overall suitability for the position. The examination process will result in the establishment of an Eligible List which will be certified to the Finance Department pursuant to the provisions of the City's Civil Service Rules. Tie scores will be broken by giving priority to the candidate with the highest rating on the most heavily weighted portion of the exam or if weighted 100% on any given portion, based on the earliest application date.



THE APPLICATION PROCESS

Applications along with Supplemental Questionnaire must be filed no later than 5:00 p.m. on the last date to apply. No photocopies or facsimiles are accepted. It is the applicant's responsibility to allow adequate delivery time. Resumes will not be accepted in lieu of a completed City Application.

1. Apply ONLINE at <http://www.alamedaca.gov/human-resources/job-opportunities> or
2. Apply IN-PERSON at the City of Alameda Human Resources Department (Monday-Thursday, 8am-6pm) at 2263 Santa Clara Avenue, Room 290, Alameda, CA 94501

VETERAN'S PREFERENCE CREDIT: Is available to qualified applicants. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their **DD-214** verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

REASONABLE ACCOMMODATION: Requests for reasonable accommodation should be made in advance to the Human Resources Department. Questions on the examination process should be directed to the City of Alameda Human Resources Department at (510) 747-4900.

THE COMPENSATION & BENEFITS

The Salary Range for the Financial Services Manager is \$111,720 – \$135,797 annually based on a four day, 36-hour work week; placement within the range is dependent upon qualifications. The City also offers a competitive benefits package, including:

- **Retirement Program** – Classic members established with PERS on or before 12/31/2012 will be assigned a retirement formula of 2.0% at 55. Employees hired on 01/01/2013 or later and who are not eligible for reciprocity with another California public retirement system, are classified as New PERS members and will be assigned a retirement formula of 2.0% at 62. Employee pays 7% as pre-tax contribution and also 1.868% as pre-tax City contribution. The City does not participate in Social Security; however, employees contribute 1.45% for Medicare.
- **Flexible Benefit Amount** – Pre-tax monthly allowance up to \$2,255.15 is provided by the City for PERS health; depending upon health plan and number insured; dental and life insurances are provided by the City. In 2017, the monthly allowance will increase to \$2,415.06.
- **Vacation** – Two weeks, increasing according to length of service time up to a max of 25 days.
- **Holidays** – 10 observed plus 3.5 floating holidays.
- **Sick Leave** – 12 days per year. Unused sick leave may be converted to PERS service credit upon retirement.
- **Long-Term Disability** – The City provides LTD insurance.
- **Optional Benefits** – Several optional insurance plans are available to eligible employees including vision, flexible spending account, dependent care program, long-term care, additional life insurance and 457 deferred compensation plans.

THE CITY OF ALAMEDA IS AN EQUAL OPPORTUNITY EMPLOYER WHO VALUES DIVERSITY
The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Opening Date: Monday, August 1, 2016

Final Filing Date: Tuesday, September 6, 2016