

# City of Alameda

CALIFORNIA

*Is now inviting applications for...*

## Financial Services Manager



*Experience the small town feel of this Bay Area island community!*

## THE COMMUNITY

The City of Alameda, California is a unique island community of approximately 75,000 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's 12.4 square miles. 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 200 acres of recreational facilities including multi-use athletic fields, picnic sites, a skate park, swim center, and a full service senior center. The City owns and operates Alameda Municipal Power, an electric utility serving the needs of all Alameda residents and businesses.



## THE POSITION

The Finance Department is under new leadership and is looking for a dynamic Financial Services Manager to join a committed team. Under general direction of the Finance Director, the Financial Services Manager assists in planning, directing, organizing and coordinating Finance Department services, operations, activities and functions; manages assigned departmental operations including accounting operations; and performs other related work as required. Work in this class is characterized by management of financial services and functions, and by the wide scope of operational responsibilities. It is distinguished from that of lower classes by the extent of supervisory and managerial responsibilities.

Top priorities for the new Financial Services Manager may include: 1) management of the fiscal year end close and annual City audit, 2) preparation and issuance of an RFP for a cost allocation plan consultant, and 3) automation of citywide payroll time entry and approval.

## EMPLOYMENT STANDARDS

A combination of education and experience necessary to prove 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) is 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.

## THE IDEAL CANDIDATE

In addition to having a strong financial management and accounting background, the ideal candidate will be licensed as a Certified Public Accountant, and have a proven track record of success as:

- A **trustworthy financial and accounting expert** with considerable knowledge and experience leading a team working with Generally Accepted Accounting Principles and Generally Accepted Auditing Standards (GAAP/GAAS) within a municipal finance environment.
- A **supportive supervisor** with experience planning and organizing work activities, who sets clear staff expectations, and focuses and guides others in accomplishing work objectives to ensure work is completed efficiently.
- An **adept business manager** capable of using an understanding of major business functions, industry trends, and political influences to direct resources, staff and activities and contribute to effective business strategies and tactics.
- A **dynamic leader** who has earned the trust of others through their experience leading, directing, and managing people, resources, and risk through significant organizational change.
- A **reliable decision maker with sound judgement** focused on applying financial management principals to ensure decisions are fiscally sound and responsible.
- A **skilled writer** capable of preparing policies, procedures and reports that translate highly technical financial information, concepts and principles to audiences with varying levels of knowledge.
- An **effective communicator** who demonstrates diplomacy and delivers clear, concise messages to meet audience needs; and someone **who interacts well with others** treating them with respect, courtesy, tact, and politeness.



## SUPPLEMENTAL QUESTIONS

1. Summarize the breadth and depth of your experience coordinating and managing finance functions including each of the following: accounting, accounts payable, accounts receivable, payroll, purchasing, budget preparation, maintenance of the general ledger, internal and external audits, and revenue and treasury services. Please indicate if you have any public sector specific experience as it is highly desirable.
2. What is your experience supervising, training and evaluating technical and professional staff? Describe the most challenging personnel issue you have faced as a supervisor. What actions did you take and what was the final outcome?
3. Describe your experience overseeing a team responsible for coordinating your organization's audit and preparation of a City's Comprehensive Annual Financial Report (CAFR).
4. Explain the most significant and/or influential financial policy, report, and/or analyses that you have prepared/authored. What was the purpose of the policy/report/analysis and how was it used?
5. Outline your experience preparing and presenting reports which include highly complex financial information. What techniques do you use to simplify complex information in a way so that it is meaningful to an audience?

## THE COMPENSATION & BENEFITS

**Salary:** \$108,467 - \$131,842 Annually

**Work Schedule:** Four day, 36-hour work week

### Benefits Include:

**Retirement Program** – Per AB340, PERS 2% @ 55 plan for applicants currently employed by a PERS agency, or PERS 2% @ 62 plan for applicants not employed by a PERS agency. 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 Benefits Plan** – Pre-tax monthly allowance up to \$1,860.22 is provided by the City for PERS health; depending upon health plan and number insured; dental and life insurance are provided by the City.

**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 and a 457 deferred compensation plan.



## THE APPLICATION AND SELECTION PROCESS

**PART I:** Will include a review of all applications to identify those applicants who meet the minimum requirements for acceptance into the exam. Resumes will not be accepted in lieu of completed City application forms.

**PART II:** Will include an evaluation of those applications and Supplemental Questionnaires to select those best qualified to continue in the exam. FAILURE TO SUBMIT SUPPLEMENTAL QUESTIONNAIRE WILL REMOVE AN APPLICANT FROM CONSIDERATION.

**PART III:** Will include an Application Evaluation or a Job Related Qualifications Appraisal Interview which may include an assessment exercise (weighted 100%). A comprehensive review of each candidate's technical knowledge and overall suitability for the position will be conducted. Candidates receiving a score of 70% or more will have their names placed on an Eligible List. The five (5) names highest on the list shall be certified to the department. Placement on an Eligible List does not guarantee employment. Tie scores will be broken by giving priority to the candidate based on the earliest application date. Prior to appointment, a thorough reference check will be conducted and may include a credit check. Final selection will be made from the Eligible List by the Department Head. **Federal law requires that, prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, such as driver's license, original Social Security card, US passport, or appropriate INS forms, etc.**

### APPLICATIONS

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

Applications and completed Supplemental Questionnaires must be filed no later than 5 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.

**VETERAN'S PREFERENCE CREDIT:** A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. 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.**

### **AN EQUAL OPPORTUNITY EMPLOYER**

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

**The information contained herein is subject to change and does not constitute either an expressed or implied contract.**