

COMPENSATION AND BENEFITS

The salary range for this position goes up to \$129,567.

The City's benefits program includes:

- ◆ Retirement - CalPERS Classic Members receive 3% at 60 (single highest year), employee pays member rate of 8%. CalPERS New Members receive 2% @ 62 (three year final compensation), employee pays member rate of 6.25%. Member rates are paid on a pre-tax basis.
- ◆ Health and Welfare Cafeteria Plan - Total monthly contribution of \$1,280. Participation in dental (\$128.22), life and disability insurance plans are mandatory. Remaining amount may be applied towards health plan or received as cash with proof of health coverage.
- ◆ Vacation Leave – Employees receive 13 days of annual vacation leave initially, increasing to 28 days after 21 years of service.
- ◆ Sick Leave – 96 hours annually, unlimited accrual; may be applied towards retirement service credit. Options also include funding Retirement Health Savings Account or cash out, depending on balance.
- ◆ Holidays – 11 days annually.

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is Monday, January 28, 2019. To be considered for this opportunity submit an application, cover letter, resume and a list of three professional references to:

www.calopps.org

For questions, contact:

City of Daly City Human Resources Department
295 89th Street, Suite 105
Daly City, CA 94015

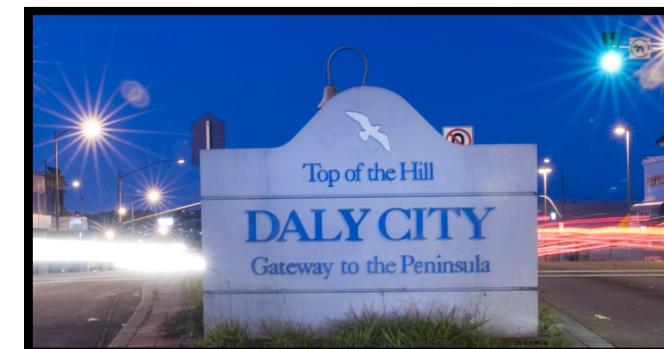
hr@dalycity.org or (650) 991-8028

1-800-877-8339 for TTY/Voice communication

Following the January 28th closing date, applicants with the most relevant qualifications will be selected for interviews in February 2019. The top candidates will then be invited to meet with the Finance Director and other select internal stakeholders shortly thereafter. The City anticipates a selection shortly thereafter following the completion of extensive background and reference checks and compensation negotiations. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

CITY OF DALY CITY, CA

INVITES YOUR INTEREST IN THE POSITION OF



FINANCIAL SERVICES MANAGER

THE CITY

Known as the “Gateway to the Peninsula,” Daly City (pop. 106,000) is ideally located on the Pacific Ocean at the northernmost edge of San Mateo County, just minutes away from San Francisco Bay. Centrally located between two of the Bay area’s major job growth zones—San Francisco and San Mateo counties—Daly City has become a regional hub for healthcare, retail, and small businesses while offering residents easy transportation to nearby metropolitan areas, quality affordable housing, and numerous recreation and education opportunities.

Daly City’s economy offers a range of professional services, retail and wholesale trade as well as some manufacturing. Three major regional shopping areas are located within the city, while the city’s largest employer, Seton Medical Center, has the reputation of being one of the leading medical facilities in the state. A considerable amount of the city’s economic stability and growth is attributed to a young, skilled, productive labor force, with approximately half of the city’s total labor force working in local jobs. Small business development is a focus of the city’s economic development program, rounding out the city’s economic base.

Just eight miles south of downtown San Francisco, Daly City’s extensive transportation infrastructure makes it easy to access nearby metropolitan areas. Highways 101, 82 and 35 run through the City, as does Interstate 280, a primary transportation corridor linking San Francisco to San Mateo and Santa Clara counties. The San Francisco International Airport is just nine miles away, and Daly City is served by Bay Area Rapid Transit as well as by San Mateo and San Francisco transit systems. This ease of travel affords residents the opportunity to participate in all the cultural, recreational, and economic activities of the Bay area while avoiding the congestion and high costs of living and working in other Bay cities.

By Bay Area standards, Daly City boasts reasonably priced and conveniently located quality housing. Many homes have spectacular views of the Pacific Ocean, San Francisco Bay, or some of the most picturesque golf courses in the country, including the Olympic Club-Lakeside, the San Francisco Golf Club, and Lake Merced Golf and Country Club.

To learn more about Daly City and all it has to offer, visit www.dalycity.org



CITY GOVERNMENT

Incorporated in 1911, Daly City is a General Law City operating under a Council-Manager form of government. The five-member City Council is elected at large, as are the City Clerk and City Treasurer. The Mayor is selected annually among Council Members. A full-service City, Daly City government is further comprised of the departments of Economic and Community Development; Finance and Administrative Services; Fire; Human Resources; Library and Recreation Services; Police; Public Works; and Water and Wastewater Services. Daly City is supported by a FY 2017-18 budget of \$173 million and full-time workforce of 460.

Interim City Manager Shawwna Maltbie was recently appointed by the Council in July 2018. With a new City Manager and the anticipation of a new City Council members following the November general election, Daly City is poised to enter a new period of dynamic change.



THE POSITION

Under limited direction from the Director of Finance and/or the Deputy Director of Finance, this position is responsible for managing the accounting functions; coordinating the activities of budget and financial operations; and other assigned functional areas of the Department of Finance. This position requires independent judgment and initiative in maintaining the City’s accounting system by applying generally accepted accounting principles and methods.

EXAMPLES OF DUTIES

Plan, organize, lead and control the work of staff which are involved in providing services related to financial reporting, accounts payable, business license, payroll and other assigned functional areas.

Develop and implement the goals, objectives, performance measures and priorities for assigned programs. Monitor and evaluate the efficiency and effectiveness of service delivery methods; identify opportunities for improvement and direct the implementation of changes. Select, train, supervise and evaluate assigned staff including subordinate supervisors. Plan and manage month-end and year-end closing; interim and final audits for the City. Take a lead role in overseeing the work of finance staff in meeting the year-end financial reporting and audit deadlines. Review of audit materials and financial statements; and prepare response to audit findings.

Ensure accuracy and timely submittal of financial reports for Federal, State and other agencies, including the Comprehensive Annual Financial Report.

Coordinate the preparation of Citywide budget, including but not limited to, preparing revenue and expenditure forecasts, labor costing, reviewing departmental budget submittals, monitoring changes to Citywide budget as it goes through the review process and preparing components of the City’s budget document.

Implement and maintain effective internal accounting and budgeting control; ensure proper segregation of duties and City assets are safeguarded.

Conduct a wide variety of special studies; prepare detailed and analytical accounting, budget, financial, statistical, narrative and staff reports. Attend meetings and make presentations to the City Council, Executive Staff, the public and other agencies.

Monitor, interpret and review changes to relevant Federal and State laws and regulations. Develop, recommend and implement changes to City’s accounting policies and procedures to ensure compliance with new accounting standards, laws, ordinances and regulations.

Manage and review the accounting and budgeting system of the City and financial computer applications to insure data integrity and effective internal control; and compliance with generally accepted accounting principles

Coordinate activities with other City departments and outside agencies, negotiate and resolve sensitive issues. Respond to and resolve citizen inquiries and complaints. Perform other duties as assigned.

THE IDEAL CANDIDATE

MINIMUM QUALIFICATIONS

Knowledge of: Generally accepted accounting principles, including government accounting and auditing; appropriate budgetary controls; principles and application of computerized accounting systems; principles and practices of management and supervision.

Ability to: Prepare timely and accurate financial reports; analyze accounting systems and internal control procedures, recommend changes for improvement, and implement approved changes; communicate effectively, both verbally and in writing; prepare computer spreadsheets, narrative reports and presentations; supervise and coordinate the work of subordinate personnel; set goals and objectives for the work unit and ensure that they are carried out; develop performance criteria for the work unit and use the information collected to improve efficiency and effectiveness; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: At least five years of increasingly responsible experience in accounting work, including three years of municipal accounting, supervisory responsibility and computer spreadsheet preparation.

Education: Graduation from college or university with major work in accounting, finance, business administration, or related field. A CPA certificate and/or Master’s Degree is desirable.