



City of Sunnyvale
Accounting Division Manager

SALARY	\$168,581.00 - \$210,726.00 Annually	LOCATION	Sunnyvale, CA
JOB TYPE	Full-Time	JOB NUMBER	25-00139
DEPARTMENT	Finance	DIVISION	Accounting
OPENING DATE	08/13/2025	CLOSING DATE	9/15/2025 5:00 PM Pacific

Description

ACCOUNTING DIVISION MANAGER **Full-Time, Regular Employment Opportunity**

The City of Sunnyvale is currently recruiting for an Accounting Division Manager to join the Finance Department. The Accounting Division Manager leads a team of 10.5 Full Time Equivalent positions and plans, organizes, directs and coordinates the activities of the accounting division which includes functions such as all aspects of accounting services, accounts payable, accounts receivable and debt and investment management. This position is also responsible for regulatory federal and state reporting, acts as the staff liaison with external auditors, leads the preparation of the Annual Comprehensive Financial Report (ACFR), and provides highly complex staff assistance to the Director of Finance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director/Assistant Director of Finance. Exercises direct supervision over supervisory, technical, and administrative support staff.

DISTINGUISHING CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the staff and operations of the Accounting Division within the Finance Department including division budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to financial processing, reporting, and record-keeping activities. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, overseeing and safeguarding the accounting records and preparation of financial reporting, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires considerable independence, initiative, and discretion within broad guidelines.

Essential Job Functions

(May include, but are not limited to, the following):

- Plans, manages, and oversees the daily functions, operations, and activities of the Accounting Division, including division budget administration, program evaluation, and recommendation and implementation of policies,

- procedures, goals, objectives, priorities, and standards related to financial processing, reporting, and accounting activities.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
 - Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
 - Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director/Assistant Director of Finance.
 - Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; collaborates with employees to correct deficiencies; recommends discipline .
 - Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
 - Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
 - Reviews and monitors a variety of general ledger entries (investments, debts, cash receipts, interest income, project and program expenses), bank reconciliations, reports, and accounting records; reviews accounting transactions to ensure accuracy.
 - Reviews and approves all outgoing wire transfers; monitors payroll and accounts payable disbursements, and the City's daily cash balance; reviews and tracks debt disclosures; prepares and submits debt service payments.
 - Oversees the month-end close process for accounts payable, fixed assets, project management modules as they integrate with general ledger module; prepares fiscal year-end account system processing.
 - Monitors year-end closing, financial and compliance audits, and other financial reports; drafts and/or reviews financial statements, financial disclosures, and audit schedules for annual financial reporting; oversees and prepares a variety of financial reports for submission to federal, state, and local government agencies.
 - Leads the timely preparation of financial reporting, including but not limited to the Annual Comprehensive Financial Report (ACFR), the Single Audit report, annual debt reporting, State Controller's City Financial Transactions Report, and various special revenue and grant reports.
 - Oversees quarterly financial system upgrades and testing; reviews and analyzes negative impacts experienced in the City's financial system; assigns user access for financial systems.
 - Acts as primary liaison to the City's external auditors and ensures all audit requests are addressed accurately and promptly.
 - Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
 - Provides highly complex staff assistance to the Director/Assistant Director of Finance; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
 - Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.
 - Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
 - Attends and participates in professional group meetings; stays abreast of new trends and innovations in public agency finance, accounting, and financial reporting.
 - Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
 - Answers questions and provides information to the public; investigates and responds to complaints and inquiries from residents, other departments, and agencies.
 - Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
 - Performs other duties as assigned.

WORKING CONDITIONS

Physical Demands:

This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Environmental Conditions:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or the public in interpreting and enforcing divisional policies and procedures.

Minimum Qualifications

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

- A bachelor's degree from an accredited college or university in public administration, business administration, finance, accounting, or related field; AND
- Five (5) years of increasingly responsible experience in public sector accounting and/or administrative analytical work, including three (3) years of experience in a lead or supervisory capacity.

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Internal controls including administrative and system controls to ensure integrity, accuracy and reliability of the fiscal transactions, data, and records.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Budgeting, financial analysis, and all aspects of accounting functions and financial reporting.
- Principles and practices of public agency financial management including general and governmental accounting, budgeting, auditing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Principles and practices of organizational analysis and management.
- General applications of information technology systems to financial operations.
- Principles and procedures of fiscal record keeping.
- Complex arithmetic and statistical techniques..
- Research methods and techniques.
- Recent and ongoing developments related to municipal finance and accounting.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance objectively.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Accounting Division.
- Work in a multi-tasking environment and coordinate several assignments simultaneously.
- Prepare and present technical and administrative reports, correspondence, and other documents.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Apply principles and practices of accounting and financial operations to municipal government.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Oversee and participate in the maintenance of accurate financial records.
- Compile and analyze financial data and reports.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, legal, and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license or the ability to provide alternative transportation as approved by the appointing authority and a safe driving record.

Desirable Qualifications:

- A Master's degree in accounting, business administration, public administration or a related field.
- California Certified Public Accountant (CPA) License.

Application and Selection Process

APPLICATION PROCESS

The application period closes on **Monday, September 15, 2025, at 5:00pm (postmarks or faxes are not accepted)**. Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted online through the City's employment page at <https://sunnyvale.ca.gov> and click on 'City Jobs'. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the oral examination

process scheduled for **Tuesday, September 30**. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources.)

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for the week of October .

Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate’s expense. Candidates may utilize any third-party agency for the evaluation. If you search ‘education equivalency verification’ or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

ADDITIONAL INFORMATION

Positions in this job classification are represented by the [Sunnyvale Managers Association \(SMA\)](#).

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job- YouTube \(5:13\)](#)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

Employer

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Accounting Division Manager Supplemental Questionnaire

*QUESTION 1

Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the education, work experience, Certificates/Licenses section of the job application form. Please note the information provided in the supplemental question will not be accepted in lieu of completing the work experience section of the application.**

Resumes may be attached, but they will not be accepted in lieu of completing the work experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.*** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- ☐ Yes
- ☐ No

*QUESTION 2

Do you have a bachelor's degree or higher from an accredited college or university in public administration, business administration, finance, accounting, or related field?

- ☐ Yes
- ☐ No

*QUESTION 3

Do you have at least five years of increasingly responsible experience in public sector accounting and/or public sector administrative analytical work? If yes, please describe your experience in public sector accounting and/or public sector administrative analytical work including where you gained this experience. If you do not have this experience, please enter N/A in the box below.

*QUESTION 4

Do you have at least three years of supervisory experience? If so, describe your experience. Be sure to include where you obtained your experience (name of organization) and number of years. If not, enter N/A in the box below.

*QUESTION 5

Do you have experience with the preparation of an Annual Comprehensive Financial Report? If so, describe your experience. Be sure to include where you obtained your experience (name of organization) and number of years. If not, enter N/A in the box below.

*QUESTION 6

Do you have experience working with external auditors to complete a Single Audit? If so, describe your experience. Be sure to include where you obtained your experience (name of organization) and number of years. If not, enter N/A in the box below.

*QUESTION 7

Do you have experience leading, managing, and motivating people? If so, describe your experience. Be sure to include where you obtained your experience (name of organization) and number of years. If not, enter N/A in the box below.

* Required Question