

The City of Suisun City is an Equal Opportunity Employer

*Suisun City, California*



## ACCOUNTING SERVICES MANAGER

**\$6,964 – \$8,465 DOQ**

*With excellent benefits, such as City-paid health benefits up to the Kaiser family rate*

*Open until filled*

*An oral board exam will be conducted once a sufficient number of applications are received.*

### THE COMMUNITY

Located nearly halfway between the metropolitan powerhouses of San Francisco and the state's capital, Sacramento, Suisun City is hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail service right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. The Waterfront Promenade offers beautiful views and serves as an ideal setting for the myriad of outdoor activities, dining choices and lunch hour strolls.

### THE DEPARTMENT

The Finance Division is responsible for the financial and administrative functions of the City, including budgeting, accounting, accounts payable/receivable, annual audits, payroll, utility billing & collections.

### THE POSITION

The Accounting Services Manager is a hands-on division manager providing advanced technical skills, leadership, and full first-line supervision over the Finance Division staff. The successful incumbent will be fully functional in all aspects of governmental accounting and performs a full range of complex professional accounting work. The Accounting Services Manager will assist in the development, implementation and maintenance of policies and procedures relating to areas of assignment.

### ESSENTIAL JOB FUNCTIONS

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Directs, coordinates, and reviews the work plan for Accounting Services within the Finance Division; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Supervises, plans, trains, and reviews the work of staff responsible for providing assigned accounting related services and activities; provides day-to-day coordination of workload and tasks; participates in performing the most complex work of the unit.
- Participates in the development and administration of assigned budgets including Accounting Services and the Suisun-Solano Water Authority; monitors and approves expenditures; recommends adjustments as necessary.
- Assists the Finance Director in identifying opportunities for improving service delivery methods and procedures; implements improvements.
- Participates in the preparation of the Comprehensive Annual Financial Report (CAFR); prepares and researches data for assigned sections; participates in preparation of narrative as assigned.
- Work cooperatively with outside Agencies, City officials and other Departments/Divisions within the City.

- Participates in the year-end audit; compiles and prepares supporting schedules, work papers, and financial reports as requested by auditors.
- Approves accounts payable checks; verifies that accounts payable checks comply with the City's purchasing policy and have proper authorization.

**QUALIFICATIONS** *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance, or related field.

**Experience:**

Four years of increasingly responsible professional accounting experience that includes governmental accounting and two years of supervisory experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate driver license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office environment and some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

**BENEFITS**

**The benefit package includes:** California Public Employees Retirement System (CalPERS) retirement of 2% @ 55 for Classic Employees (City pays employee contribution in full), or 2% @ 62 for new employee subject to the California Public Employees' Pension Reform Act of 2013. City-paid medical coverage up to CalPERS Kaiser Family rate applicable to selection of medical plans. Employees demonstrating coverage by another insurance plan may be eligible for an in-lieu cash payment of \$500 per month for Employee only, \$700 per month for Employee and dependents. City-paid life insurance in the amount of \$200,000 for employee only. The City offers IRS Section 125 benefits plan for dependent care and health care reimbursement accounts. City-paid Employee Assistance Program. Access to Deferred Compensation Plan with City match up to \$118 or 4% of base salary, per pay period. Education reimbursement up to \$1,500 per year. 3% Education incentive pay for advanced degree beyond current job requirement. City does not participate in Social Security. In accordance with federal law, City withholds for Medicare.

**Leave benefits include:** Employees currently receive 80 hours paid vacation per year for the first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years, and 184 hours after 19 years; as well as 96 hours of sick leave, 80 hours executive leave, and 13 paid holidays per year.

This position is an exempt (no paid Overtime) management position represented by the *Suisun City Management & Professional Employees Association*.

**APPLICATION/SELECTION PROCEDURE**

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to [www.Suisun.com/careers](http://www.Suisun.com/careers) and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

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