



**City of Carmel-by-the-Sea**  
**Finance Manager**

<b>SALARY</b>	\$70.20 - \$85.33 Hourly \$12,168.56 - \$14,790.97 Monthly \$146,022.73 - \$177,491.60 Annually	<b>LOCATION</b>	Carmel-by-the-Sea, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	2024-006
<b>DEPARTMENT</b>	City Administration	<b>OPENING DATE</b>	03/25/2024

**Description**



**The City of Carmel-by-the-Sea**  
 Invites you to apply for the position of:

**Finance Manager**

**First Application:** April 22, 2024

**Annual Salary:** \$146,022.73- \$177,491.60 plus excellent benefits.

Actual salary will be based on the experience and qualifications of the successful candidate.

The City of Carmel-by-the-Sea has an exciting career opportunity for a seasoned Finance Manager. The Finance Manager position reports to the Assistant City Administrator and is a key member of the City’s Executive Leadership Team. The Finance Manager manages and performs a wide variety of accounting and finance related functions, including hands-on management of the general ledger, cash management, purchasing, business licenses, accounts payable, revenue collection and related functions. The Finance Manager also coordinates activities with other City officials, departments, outside

agencies, organizations, and the public; and provides direct support to the City Council and Assistant City Administrator on complex financial projects and analysis; serves as a technical resource to City staff; and supervises professional, technical and office support personnel.

The City has a well-established budget process, stable General Fund Budget and experienced financial support staff. The City's annual General Fund budget is \$33 million; the Capital Improvement Program (CIP) annual budget is \$2.3 million. General Fund services include administration (HR, FIN, IT, Clerk), library and community activities, public safety, public works, community planning & building, public works and public safety. In this role, the Finance Manager will play a critical role in ensuring all of these operations are always planning ahead and have sustainable funding in the future. The Finance Department is comprised of four staff members.

## Examples of Duties

### The Finance Manager:

- Directs day-to-day operations and participates in all financial management and financial systems activities.
- Prepares, manages, and coordinates staff with the full spectrum of the City's annual audit.
- Prepares, manages, and coordinates the development of the City annual operating and capital budget; presents information involved in the preparation of the annual operating and capital budget; prepares forecasts of necessary funds for staffing, materials and supplies; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; coordinates the City budget process; monitors expenditures on a regular basis.
- Directs, manages, supervises, coordinates, and evaluates the work of staff responsible for the City's day-to-day financial operations and activities, including the functions of budget, payroll, purchasing, business licenses, accounts receivable, accounts payable, general ledger, grants, treasury and debt management, internal control and annual audit functions to ensure compliance with applicable federal, state, and local laws, codes and regulations.
- Prepares financial reports, including year-end audit reports and schedules and the Annual Comprehensive Financial Report (ACFR). Reports financial information and special reports to the City Treasurer regarding investment of City funds.
- Develops and implements policies, procedures, and controls to ensure compliance with laws, regulations, City policies and generally accepted accounting procedures; analyzes fiscal transactions and records to ensure conformity and compliance with generally accepted accounting principles, procedures, practices and City codes and ordinances.
- Assists independent auditors with their annual review of financial records; prepares and provides support documentation and answers questions concerning financial records and accounting practices; ensures audits are completed in a timely manner.

## Typical Qualifications

### The Ideal Candidate

We are looking for a professional with full-cycle municipal budget experience including payroll and has a strong commitment to public service and customer service, is a self-starter with drive and initiative, a problem solver with strong follow through, and possesses strong analytical skills with the ability to analyze, interpret and use data to make recommendations, decisions and develop strategies to achieve desired outcomes. The ideal candidate has strong interpersonal and communication skills, including clear and excellent writing and presentation skills, and is detail oriented. Extensive long range financial planning, modeling, and analysis experience is a plus.

### Minimum Qualifications

- Five (5) years of broad and extensive experience in financial management, including at least three (3) years in a responsible professional accounting capacity. Government sector experience is highly desirable.
- Bachelor's degree in accounting, business administration, finance or related field.
- Possession of, or the ability to obtain, a valid class C California driver's license.
- Certification as a Certified Public Accountant (CPA) is desirable.

## Supplemental Information

### How to Apply:

To be considered for this career opportunity, **click the "Apply" button to complete the online application form, answer the supplemental questions, and upload a current resume and cover letter. All application materials must be submitted online and received by April 21, 2024 (11:59 p.m. PST).** For technical questions, visit [GovernmentJobs Support](#).

Applications will be screened according to the criteria in this job announcement. Applicants with the most relevant qualifications will be invited to continue in the examination process, which will include a practical examination and an oral panel interview. The information in this announcement may be modified or revoked without notice and does not constitute an express or implied contract.

The City of Carmel-by-the-Sea is an equal-opportunity employer. Applicants for all job opportunities will be considered regardless of age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other consideration made unlawful under federal, state, or local laws. The City is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please email [vilcia@trafficpatterns.net](mailto:vilcia@trafficpatterns.net).

---

### Agency

City of Carmel-by-the-Sea

### Address

P.O. Box CC

Carmel-by-the-Sea, California, 93921

### Website

<https://ci.carmel.ca.us/>

## Finance Manager Supplemental Questionnaire

### \*QUESTION 1

Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?

- Yes
- No

### \*QUESTION 2

Describe your experience managing and auditing a full cycle budget process. Write N/A if you do not have any experience.

### \*QUESTION 3

Describe your supervisory experience, including the number of years you've been in a supervisory role, the types of teams or departments you've overseen, and your supervisory style. Write N/A if you do not have any experience.

**\*QUESTION 4**

**Describe your experience in government or municipal accounting, finance, or a related field, and in your answer include your role(s), type(s) of organization, scope of duties and responsibilities. Write N/A if you do not have any experience.**

**\*QUESTION 5**

**Based on the salary range for this position and your qualifications and experience, what is your salary expectation?**

\* Required Question